

STATE PERSONNEL BOARD CALENDAR



June 21, 2005

SACRAMENTO, CALIFORNIA

State of California

Memorandum

DATE: June 10, 2005

TO: ALL INTERESTED PARTIES

FROM: STATE PERSONNEL BOARD - Appeals Division

SUBJECT: Notice and Agenda for the **June 21, 2005**, meeting of the State Personnel Board.

PLEASE TAKE NOTICE that on June 21, 2005, at the offices of the State Personnel Board, located at 801 Capitol Mall, Room 150, Sacramento, California, the State Personnel Board will hold its regularly scheduled meeting. Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 W. 4th Street, Los Angeles, California.

The attached Agenda provides a brief description of each item to be considered and lists the date and approximate time for discussion of the item.

Also noted is whether the item will be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in public sessions are open to those interested in attending. Interested members of the public who wish to address the Board on a public session item may request the opportunity to do so.

Should you wish to obtain a copy of any of the items considered in the public sessions for the June 21, 2005, meeting, please contact staff in the Secretariat's Office, State Personnel Board, 801 Capitol Mall, MS 22, Sacramento, California 95814 or by calling (916) 653-0429 or TDD (916) 654-2360, or the Internet at:

<http://www.spb.ca.gov/calendar.htm>

Should you have any questions regarding this Notice and Agenda, please contact staff in the Secretariat's Office at the address or telephone numbers above.



P. Fong
Secretariat's Office

Attachment



CALIFORNIA STATE PERSONNEL BOARD MEETING¹

801 Capitol Mall
Sacramento, California

Public Session Location – 801 Capitol Mall
Sacramento, California, Room 150
Teleconference – 320 West 4th Street²
Los Angeles, California, Suite 620

Closed Session Location – 801 Capitol Mall
Sacramento, California, Room 141
Teleconference – 320 West 4th Street
Los Angeles, California Suite 620

MID-MONTH BOARD MEETING – JUNE 21, 2005

¹ Sign Language Interpreter will be provided for Board Meeting upon request - contact Secretariat at (916) 653-0429, or CALNET 453-0429, TDD (916) 654-2360.

²Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 West 4th Street, Los Angeles, California.

MID-MONTH BOARD MEETING AGENDA³

JUNE 21, 2005

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(9:00 a.m. – 9:30 a.m.)

- 1. ROLL CALL**
- 2. REPORT OF THE EXECUTIVE OFFICER - Floyd D. Shimomura**
- 3. REPORT ON THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)**
- 4. REPORT OF THE CHIEF COUNSEL - Elise Rose**
- 5. NEW BUSINESS**
- 6. REPORT ON LEGISLATION - Sherry Hicks**

The Board may be asked to adopt a position with respect to the bills listed on the legislation memorandum attached hereto.

CLOSED SESSION OF THE STATE PERSONNEL BOARD

(9:30 a.m. – 10:30 a.m.)

- 7. DELIBERATION ON ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES**

Deliberations on matters submitted at prior hearing; on proposed, rejected, remanded, and submitted decisions; petitions for rehearing; and other matters related to cases heard by administrative law judges of the State Personnel Board or by the Board itself. [Government Code Sections 11126 (d), and 18653 (2).]

- 8. PENDING LITIGATION**

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial. [Government Code sections 11126(e)(1) and 18653.]

³ The Agenda for the Board can be obtained at the following internet address:
<http://www.spb.ca.gov/calendar.htm>

State Personnel Board v. Department of Personnel Administration,
California Supreme Court Case No. S119498.

State Personnel Board v. California State Employees Association,
California Supreme Court Case No. S122058.

Connerly v. State Personnel Board, California Supreme Court
Case No. S125502.

International Union of Operating Engineers v. State Personnel Board,
Public Employment Relations Board (PERB) Case No. SA-CE-1295-S.

State Compensation Ins. Fund v. State Personnel Board/CSEA,
Sacramento Superior Court No. 04CS00049.

SEIU Local 1000 (CSEA) v. State Personnel Board
Sacramento Superior Court No. 05CS00374

The Copley Press, Inc. v. San Diego Superior Court
California Supreme Court No. S128603

9. RECOMMENDATIONS TO THE LEGISLATURE

Deliberations on recommendations to the legislature.
[Government Code section 18653.]

10. RECOMMENDATIONS TO THE GOVERNOR

Deliberations on recommendations to the Governor. [Government Code section 18653.]

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(10:30 a.m. – onwards)

**11. DISCUSSION OF COMING BOARD MEETING SCHEDULE OF
JULY 12-13, 2005, IN SACRAMENTO, CALIFORNIA**

12. ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES

May 17, 2005 Minutes

13. EVIDENTIARY CASES - (See Case Listing on pages 9-14)

The Board Administrative Law Judges conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

14. RESOLUTION EXTENDING TIME UNDER GOVERNMENT CODE SECTION 18671.1 EXTENSION - (See Agenda page 22)

15. NON-EVIDENTIARY CASES - (See Case Listing on pages 14-19)

16. NON-HEARING CALENDAR

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing.

Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII, California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

- A.** The California Bay Delta Authority (CBDA) proposes establishment of a Program Manager class series consisting of three managerial designated classes titled: Program Manager I, CBDA; Program Manager II, CBDA; and Program Manager III, CBDA, each with a twelve month probationary period.
- B.** The Department of Personnel Administration proposes on behalf of the user departments (Department of Veteran's Affairs, Department of Mental Health, Department of Developmental Services and the Department of Corrections) the following: the consolidation and re-titling of five existing

Psychiatric Social Worker (PSW) classifications; establishment of a new series specification titled Clinical Social Worker (Health Facility), and Clinical Social Worker (Health/Correctional Facility) (Safety); apply Footnote 24 to the Psychiatric Social Worker/Class Code 9870; abolish the other four existing Psychiatric Social Worker Classifications; and a 12-month probationary period is proposed for the new series. A separate SPB hearing to address designating the new PSW series specification as “sensitive” for the purposes of pre-employment drug screening will be scheduled on the SPB July 12-13 Board Meeting.

- C. The Department of Insurance (DOI) proposes the consolidation of the following classes: Insurance Rate Analyst; Associate Insurance Rate Analyst; Senior Insurance Rate Analyst; and Supervising Insurance Rate Analyst into a series specification of Insurance Rate Analyst. In addition DOI proposes broadening the minimum qualifications to improve recruitment efforts as well as updating the scope, definition, knowledge and abilities of the classes in the proposed series specification Insurance Rate Analyst.

17. STAFF CALENDAR ITEMS FOR BOARD INFORMATION

NONE

18. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Merit Employment and Technical Resources Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position

action, and it is approved by the State Personnel Board, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW CEA POSITIONS CURRENTLY UNDER CONSIDERATION

CHIEF DEPUTY DIRECTOR, CUSTOMER SERVICE

The Legislative Data Center proposes to re-allocate their existing CEA Chief Deputy Director, Legislative Data Center to the position Chief Deputy Director, Customer Service. The Chief Deputy Director, Customer Service will be responsible for setting departmental policies regarding service levels, new project prioritization and funding and will partner in setting technology use policy and practice with the Legislature and the Legislative Counsel in order to provide information technology products and services to meet the needs of the legislative branch of state government.

CHIEF DEPUTY DIRECTOR, ENTERPRISE TECHNOLOGY

The Legislative Data Center proposes to re-allocate their existing CEA Director, Legislative Data Center to the position Chief Deputy Director, Enterprise Technology. The Chief Deputy Director, Enterprise Technology will be responsible for creating and implementing information security policy, strategic hardware and software procurement policies and direction, application methods and funding decisions for enterprise products, technical architecture structure and the policies and methods that result in funding priorities in order to ensure that the activities of the Deputy Directors deliver all facets of the enterprise architecture, enterprise processes, infrastructure services, information security, and application services and support in a timely and reliable manner.

B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW CEA POSITIONS

**CHIEF TECHNOLOGY SERVICES AND SUPPORT DIVISION,
INFORMATION TECHNOLOGY SERVICES BRANCH**

The California Public Employees' Retirement System's request to allocate the above position to the CEA category has been approved effective May 23, 2005.

DIVISION CHIEF, EMPLOYMENT SERVICES DIVISION

The California Public Employees' Retirement System's request to allocate the above position to the CEA category has been disapproved effective May 27, 2005.

19. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, & OTHER APPEALS

Deliberations to consider matter submitted at prior hearing. [Government Code sections 11126(d), 18653.]

20. WRITTEN STAFF REPORT FOR BOARD INFORMATION

NONE

21. PRESENTATION OF EMERGENCY ITEMS AS NECESSARY

22. BOARD ACTIONS - (See Agenda - Pages 20-21)

These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting. This list does not include evidentiary cases, as those cases are listed separately by category on this agenda under Evidentiary Cases.

A D J O U R N M E N T

13. EVIDENTIARY CASES

The Board Administrative Law Judges conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting. Cases that are before the Board for vote will be provided under separate cover.

(1) **CHAD LOOK, CASE NO. 04-1789**

Appeal from 60 working days' suspension

Classification: Correctional Officer

Department: Department of Corrections

ALJ's Proposed Decision rejected by the Board on January 11, 2005

Transcript prepared

Oral argument heard June 7, 2005, Sacramento

Case ready for decision by FULL Board

(2) **JAMES MCAULEY, CASE NO. 04-1856**

Appeal from dismissal

Classification: Associate Transportation Engineer,
Caltrans (Registered)

Department: Department of Transportation

ALJ's Proposed Decision rejected by the Board on March 8-9, 2005

Transcript prepared

Oral argument heard June 7, 2005, Sacramento

Case ready for decision by FULL Board

(3) **DARYL STONE, CASE NO. 04-0279A**

Appeal from dismissal

Classification: Police Officer I

Department: Department of Developmental Services

ALJ's Proposed Decision rejected by the Board on February 8, 2005

Transcript prepared

Oral argument heard May 3, 2005, Sacramento

Case ready for decision by FULL Board

B. CASES PENDING

ORAL ARGUMENTS

These cases are on calendar to be argued at this meeting or to be considered by the Board in closed session based on written arguments submitted by the parties.

NONE

C. CHIEF COUNSEL RESOLUTIONS

NONE

COURT REMANDS

This case has been remanded to the Board by the court for further Board action.

NONE

STIPULATIONS

These stipulations have been submitted to the Board for Board approval, pursuant to Government Code, section 18681.

NONE

D. ADMINISTRATIVE LAW JUDGE'S (ALJ) PROPOSED DECISIONS

PROPOSED DECISIONS

These are ALJ proposed decisions submitted to the Board for the first time.

(1) JOHN DONNER, JR, CASE NO. 05-0731

Appeal from official reprimand

Classification: Correctional Sergeant

Department: Department of Corrections

**(2) INTERNATIONAL UNION OF OPERATING ENGINEERS,
UNIT 12, LOCAL 3, 12, 39 & 501 CASE NO. 04-0813
[PSC FILE NO. 04-002(b)]**

For review of personal services contract for maintenance and grounds keeping

Department: California Science Center

- (3) **STAFFORD LEWIS, CASE NO. 99-5021BR**
Appeal for determination of back salary, benefits and interest
Classification: Correctional Officer
Department: Department of Corrections
- (4) **DAVE NELSON, CASE NO. 04-2393**
Appeal from a one step reduction in salary for six months
Classification: Maintenance Area Superintendent
Department: Department of Transportation
- (5) **NICOLE PRATT, CASE NO. 05-0878**
Appeal from rejection during probationary period
Classification: Psychiatric Technician, Safety
Department: Department of Corrections
- (6) **OLGA SIMONS, CASE NO. 04-3068E**
Appeal from discrimination and retaliation
Classification: Correctional Officer
Department: Department of Corrections
- (7) **ROBERT STONE, CASE NO. 04-1290**
Appeal from demotion from the position of Public Safety Dispatch Supervisor I to Public Safety Dispatcher II
Classification: Public Safety Dispatch Supervisor I
Department: Department of California Highway Patrol
- (8) **LINDA STONESTREET, CASE NO. 03-3547E**
Appeal for determination of back salary, benefits, and interest
Classification: Park Maintenance Worker I
Department: Department of Parks and Recreation
- (9) **CHRIS UBOMA, CASE NO. 04-0790**
Appeal from five percent reduction in salary for five months
Classification: Associate Management Auditor
Department: Department of California Highway Patrol

Proposed Decisions Taken Under Submission At Prior Meeting

These are ALJ proposed decisions taken under submission at a prior Board meeting, for lack of majority vote or other reason.

NONE

PROPOSED DECISIONS AFTER BOARD REMAND

- (10) **ROBERT BARR, CASE NO. 04-0568EP**
Appeal from denial of complaint of discrimination
Classification: Program Representative I
Department: Department of Consumer Affairs

PROPOSED DECISIONS AFTER SPB ARBITRATION

NONE

E. PETITIONS FOR REHEARING

ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

- (1) **JOHN BERNATH, CASE NO. 03-3357P**
Appeal from dismissal
Classification: Caltrans Heavy Equipment Mechanic
Department: Department of Transportation
- (2) **LETICIA RIVERA, CASE NO. 04-1887E**
Appeal from denial of reasonable accommodation
Classification: Staff Services Manager I
Department: Department of Health Services

WHISTLEBLOWER NOTICE OF FINDINGS

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a Notice of Findings issued by the Executive Officer under Government Code, section 19682 et seq. and Title 2, California Code of Regulations, section 56 et seq.

NONE

F. PENDING BOARD REVIEW

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

(1) PATRICK BARBER, CASE NO. 04-0279

Appeal from dismissal

Classification: Youth Correctional Counselor

Department: Department of the Youth Authority

Proposed decision adopted November 3, 2004

Modifying dismissal to 45-calendar day suspension

Petition for Rehearing granted February 8-9, 2005

Transcript prepared

Pending oral argument June 7, 2005, Sacramento

Oral argument continued

Pending oral argument July 12-13, 2005, Sacramento

(2) JON CHASE, CASE NO. 04-0392

Appeal from 30 working days suspension

Classification: Associate Management Auditor

Department: Employment Development Department

Proposed decision rejected April 19, 2005

Transcript prepared

Pending oral argument July 12-13, 2005, Sacramento

Oral argument continued

Pending oral argument August 9-10, 2005, Sacramento

(3) FRANK GARCIA, CASE NO. 04-0092P

Appeal from dismissal

Classification: Chief Engineer I

Department: Department of Corrections

Petition for rehearing granted May 3, 2005

Transcript prepared

Pending oral argument July 12-13, 2005, Sacramento

(4) JOSEPH MARTINEZ, CASE NO. 04- 2690

Appeal from dismissal

Classification: Hospital Police Officer

Department: Department of Mental Health

Proposed decision rejected May 17, 2005

Pending transcript

(5) KIM RITTENHOUSE, CASE NOS. 03-3541A & 03-3542E

Appeal from denial of reasonable accommodation
and from constructive medical termination

Classification: Office Technician (General)

Department: Department of Fish and Game

Proposed decision rejected May 18, 2004

Pending transcript

(6) ANDREW RUIZ, CASE NO. 04-2391

Appeal from dismissal

Classification: Correctional Lieutenant

Department: Department of Corrections

Proposed decision rejected June 7, 2005

Pending transcript

15. NON-EVIDENTIARY CASES

A. WITHHOLD APPEALS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

WITHHOLD FROM CERTIFICATION
CASES HEARD BY A STAFF HEARING OFFICER

NONE

WITHHOLD FROM CERTIFICATION
CASES NOT HEARD BY A STAFF HEARING OFFICER

(1) LAWRENCE AUTRY, CASE NO. 04-2100

Classification: Correctional Officer

Department: Corrections

Issue: Suitability; omitted pertinent information, furnished inaccurate information and negative employment record.

(2) JAMES BELOATE, CASE NO. 04-3012

Classification: Correctional Officer

Department: Corrections

Issue: Suitability and a negative law enforcement contact.

- (3) **MYRA BENNETT, CASE NO. 04-2582**
Classification: Medical Technical Assistant
Department: Corrections
Issue: Suitability; furnished inaccurate information during the selection process.
- (4) **SARAH CARNERO, CASE NO. 04-2336**
Classification: Correctional Officer
Department: Corrections
Issue: Suitability; Negative employment record.
- (5) **CEDRIC CLINCY, CASE NO. 04-2235**
Classification: Correctional Officer
Department: Corrections
Issue: Suitability and firearm prohibition.
- (6) **LUIS CONTRERAS, CASE NO. 04-2345**
Classification: Correctional Officer
Department: Corrections
Issue: Suitability; illegal drug use.
- (7) **ANTHONY DE LEON, CASE NO. 04-2986**
Classification: Correctional Officer
Department: Corrections
Issue: Suitability; omitted pertinent information and furnished inaccurate information.
- (8) **ROBERT DE LUSSA, CASE NO. 04-2404**
Classification: Correctional Officer
Department: Corrections
Issue: Suitability and omitted pertinent information.
- (9) **EDDIE FOX, CASE NO. 05-0405**
Classification: Correctional Officer
Department: Corrections
Issue: Suitability; omitted pertinent information and a negative employment record.
- (10) **TYSHAWN GUIDRY, CASE NO. 04-2216**
Classification: Correctional Officer
Department: Corrections
Issue: Suitability; Omitted pertinent information during the selection process.

- (11) **LISHA LATRELL HARDY, CASE NO. 04-2720**
Classification: Correctional Officer
Department: Corrections
Issue: Suitability.
- (12) **STEPHEN HORNBECK, CASE NO. 04-2851**
Classification: Correctional Officer
Department: Corrections
Issue: Suitability; omitted pertinent information and furnished inaccurate information during the selection process.
- (13) **JOHNNY LLOYD-SIMMONS, CASE NO. 04-1899**
Classification: Correctional Officer
Department: Corrections
Issue: Suitability; arrest/conviction record and negative law enforcement contacts.
- (14) **RUBEN LOPEZ, CASE NO. 04-1764**
Classification: Correctional Officer
Department: Corrections
Issue: Suitability; omitted pertinent information and furnished inaccurate information.
- (15) **RENE MENDOZA, CASE NO. 04-1776**
Classification: Correctional Officer
Department: Corrections
Issue: Suitability and negative employment.
- (16) **YVONNE MOORE, CASE NO. 04-2219**
Classification: Correctional Officer
Department: Corrections
Issue: Suitability and firearm prohibition.
- (17) **ROBERT PENA, CASE NO. 04-2939**
Classification: Correctional Officer
Department: Corrections
Issue: Suitability; omitted pertinent information, furnished inaccurate information and negative employment record.
- (18) **ANANTHESHWAR RAJU, CASE NO. 04-2879**
Classification: Correctional Officer
Department: Corrections
Issue: Suitability and omitting pertinent information.

- (19) **DONALD RAY, CASE NO. 04-2430**
Classification: Motor Vehicle Field Representative (MVFR)
Department: Motor Vehicles
Issue: Suitability; Negative employment history.
- (20) **TONY RUIZ, CASE NO. 04-2938**
Classification: Correctional Officer
Department: Corrections
Issue: Suitability and currently on probation.
- (21) **SARAH SCALES, CASE NO. 04-2882**
Classification: Correctional Officer
Department: Corrections
Issue: Suitability; omitted pertinent information and had a negative employment record.

B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

NONE

**C. EXAMINATION APPEALS
MINIMUM QUALIFICATIONS
MERIT ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

EXAMINATION APPEALS

NONE

MINIMUM QUALIFICATIONS

NONE

MERIT ISSUE COMPLAINTS

NONE

D. RULE 211 APPEALS
RULE 212 OUT OF CLASS APPEALS
VOIDED APPOINTMENT APPEALS

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

NONE

E. REQUEST TO FILE CHARGES CASES

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

- (1) STEPHANIE ALLEN, CASE NO. 04-0667**
Classification: N/A – Member of the Public
Department: Department of Corrections
Issue: The charging party request charges be filed against the charged party for violations of various subsections of Government Code section 19572.
- (2) JAMES COVINGTON, CASE NO. 04-2296**
Classification: Office Technician
Department: Department of Rehabilitation
Issue: The charging party requests charges be filed against the charged party for violations of various subsections of Government Code section 19572.
- (3) ROSEMARY LOPEZ, CASE NO. 04-1876**
Classification: Motor Vehicle Technician
Department: Department of Motor Vehicles
Issue: The charging party requests charges be filed against the charged party for violations of various subsections of Government Code section 19572.
- (4) EDWARD MARTINEZ, CASE NO. 04-2446**
Classification: Civilly Committed Patient at Atascadero State Hospital
Department: Department of Mental Health
Issue: The charging party requests to file charges against a registered nurse at Atascadero State Hospital.

- (5) **EDWARD MARTINEZ, CASE NO. 04-2715**
Classification: Civilly Committed Patient at Atascadero State Hospital
Department: Department of Mental Health
Issue: The charging party requests to file charges against an employee of Atascadero State Hospital.
- (6) **LAURA MARTINEZ, CASE NO. 04-1834**
Classification: Unknown
Department: Department of Transportation
Issue: The charging party request charges be filed against the charged party for violations of various subsections of Government Code section 19572.
- (7) **PATSY PHILLIPS, CASE NO. 04-0782**
Classification: Former employee
Department: Department of Education
Issue: The charging party requests charges be filed under various subsections of Government Code section 19572 against a state employee.
- (8) **ANDREA SCHULZ, CASE NO. 04-1610**
Classification: Former employee
Department: Department of Mental Health, Atascadero State Hospital
Issue: The charging party requests charges be filed against the charged party for violations of various subsections of Government Code section 19572.

PETITIONS FOR REHEARING CASES

NONE

F. PSYCHOLOGICAL SCREENING CASES

Cases reviewed by Appeals Division staff, but no hearing was held. It is anticipated that the Board will act on these proposals without a hearing.

NONE

SUBMITTED

1. TEACHER STATE HOSPITAL (SEVERELY), ETC.

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

2. VOCATIONAL INSTRUCTOR (SAFETY)(VARIOUS SPECIALTIES)

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

3. TELEVISION SPECIALIST (SAFETY)

The Department of Corrections proposes to establish the new classification Television Specialist (Safety) by using the existing Television Specialist class specification and adding "Safety" as a parenthetical to recognize the public aspect of their job, additional language will be added to the Typical Tasks section of the class specification and a Special Physical Characteristics section will be added. (Presented to Board March 4, 2003.)

4. HEARING – Personal Services Contract #04-03

Appeal of the California State Employees Association from the Executive Officer's April 15, 2004, Approval of Master Contracts between the California Department of Corrections and Staffing Solutions, CliniStaff, Inc., Staff USA, Inc., CareerStaff Unlimited, MSI International, Inc., Access Medical Staffing & Service, Drug Consultants, Infinity Quality Services Corporation, Licensed Medical Staffing, Inc., Morgan Management Services, Inc., Asereth Medical Services, and PrideStaff dba Rx Relief. (Hearing held August 12, 2004.)

5. HEARING

Proposed new and revised State Personnel Board Regulations effecting equal opportunity, discrimination complaints and reasonable accommodation policies and procedures. (Hearing held July 7, 2004.)

6. HEARING – Personal Services Contract #04-06

Appeal of the California Regional Water Quality Control Board (RWQCB) from the Executive Officer's October 27, 2004 Disapproval of a Contract with the City of Glendale (Glendale) Reviewed at the Request of the California Association of Professional Scientists (CAPS) (Hearing held April 6, 2005.)

7. HEARING – Personal Services Contract #05-01

Appeal of the California Attorneys, Administrative Law Judges and Hearing Officers in State Employment from the Executive Officer's December 28, 2004 Approval of a Contract for Legal Services between the California Department of Health Services and Covington & Burling (Hearing held May 3, 2005.)

8. DARYL STONE, CASE NO. 04-0279A

Appeal from dismissal. Police Officer I. Department of Developmental Services. (Oral argument held May 3, 2005.)

9. HEARING – Personal Services Contract #05-02

Appeal of the International Union of Operating Engineers from the Executive Officer's January 5, 2005 Decision Denying Review of Contracts for Drilling Services between the California Department of Transportation and URS Corporation and Geocon Consultants, Inc. (Hearing held June 7, 2005)

10. CHAD LOOK, CASE NO. 04-1789

Appeal from 60 working day suspension. Correctional Officer. Department of Corrections. (Oral argument held June 7, 2005.)

11. JAMES MCAULEY , CASE NO. 04-1856

Appeal from dismissal. Associate Transportation Engineer. Department of Transportation. (Oral argument held June 7, 2005.)

NOTICE OF GOVERNMENT CODE SECTION 18671.1 RESOLUTION

Since Government Code section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

GOVERNMENT CODE SECTION 18671.1 RESOLUTION

WHEREAS, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

WHEREAS, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

WHEREAS, the Agenda for the instant Board meeting included an item titled "Notice of Government Code section 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

WHEREAS, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the time limitations set forth in Government Code section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

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(Cal. 6/21/05)

TO: Members
State Personnel Board

FROM: State Personnel Board - Legislative Office

SUBJECT: LEGISLATION

The status of major legislation being followed for impact on Board programs and the general administration of the State Civil Service Merit System is detailed in the attached report.

Any legislative action that takes place after the printing of this report, which requires discussion with the Board, will be covered during the Board meeting.

Please contact me directly should you have any questions or comments regarding this report. I can be reached at (916) 653-0453.

A handwritten signature in cursive script that reads 'Sherry Hicks'.

Sherry Hicks
Director of Legislation

Attachment

**STATE PERSONNEL BOARD
LEGISLATIVE TRACKING
REPORT
2005-06 SESSION**

**Status as of
June 3, 2005**



ASSEMBLY/SENATE BILLS
(Tracking)

| BILL/ AUTHOR | BOARD POSITION | SUBJECT | STATUS OF BILL |
|---------------------------|-------------------|--|---|
| AB 38 (Tran) | OPPOSE | AB 38 proposes suspending the salaries of specific state board and commission members for the fiscal years 2005 through 2009. The State Personnel Board is one of those boards that would not receive salaries for those fiscal years. | Assembly Business and Professions Committee. Died in Committee. |
| AB 47 (Cohn) | | This bill would prohibit, except under specified circumstances, the Department of General Services from authorizing the Department of Corrections to enter into contracts for medical care services without seeking competitive bids for those contracts | To Senate. Not assigned. |
| AB 94 (Haynes) | NEUTRAL | Among other things, this bill would require various state agencies to prepare and provide a report to the Senate Committee on Rules, the Assembly Committee on Rules, and to each member of the Senate Committee on Budget and Fiscal Review and the Assembly Committee on Budget on the financial activities of the agency, board, commission, department, or office for the 2000-01, 2001-02, 2002-03, 2003-04 and 2004-05 fiscal years no later than January 15, 2006, and for each subsequent fiscal year by January 15 of the following year. | Assembly Business and Professions Committee. Failed Passage. |

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| AB 124 (Dymally) | SUPPORT | This bill would repeal requirements to annually establish employment goals and timetables based on race or gender that were invalidated by the California Court of Appeal in <i>Connerly v. State Personnel Board</i> , and re-title Chapter 12 of Part 2, Division 5, Title 2 of the Government Code from "Affirmative Action Program" to "State Equal Employment Opportunity Program". In addition, it would strengthen equal employment opportunity requirements. | Senate Public Employees and Retirement. |
| AB 194 (Dymally) | | The Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body of a local agency be open and public and all persons be permitted to attend. This bill would remove the requirement that the legislative body be allowed to cure or correct an alleged violation prior to commencement of a legal action and would remove provisions that preclude specified actions from being determined to be null and void. | Re-referred to Assembly Committee on Local Government (2-Year Bill). |
| AB 195 (Dymally) | | This bill would expand the remedies available to individuals who file discrimination complaints with the State Personnel Board by authorizing the State Personnel Board to award reasonable attorney's fees and costs, including expert witness fees. | Senate Rules Committee. |
| AB 219 (Nakanishi) | | This bill would require all state departments, commissions, or other agencies to submit an electronic copy of each publication issued to the State Library. It would require the State Library to create and maintain a Web site that includes a monthly or quarterly list of each state publication issued during the immediately preceding month or quarter and that provides access to an electronic copy of each publication. It would provide that if a copy of a state publication is available on the State Library Web site, it shall be deemed distributed in compliance with specified redistribution requirements. | To. Senate. Not assigned. |
| AB 271 (BLAKESLEE) | OPPOSE | This bill would require that any person appointed to a scientist class in state service possess a four-year degree in a scientific discipline from an accredited university. | Assembly Inactive File. |

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| AB 277 (Mountjoy) | SUPPORT | This bill would authorize the Board of Administration of the Public Employees' Retirement System to hold closed sessions when considering matters relating to the development of rates and competitive strategy for long-term care insurance plans. | Senate Committee on Governmental Modernization Efficiency and Accountability. |
| AB 297 (Yee) | SUPPORT | This bill would specify that a current patient of a facility operated by the state Department of Mental Health (DMH) cannot file charges against a state employee, but rather must use the grievance processes of the DMH. | Assembly Public Employee Retirement Committee. |
| AB 529 (Goldberg) | NEUTRAL | This bill would amend existing law to permit CSU employees to request hearings by the State Personnel Board (SPB) when CSU trustees: (1) fail to comply with their obligation to apply for disability retirement on behalf of an employee as required under existing law and (2) deny a request for reasonable accommodation. | Senate Rules Committee. |
| AB 708 (Karnette) | | This bill would require the California State University to employ an independent investigator on all complaints. This bill contains other existing laws. | To Senate. Not assigned. |
| AB 775 (Yee) | SUPPORT | This bill would prohibit any state or local governmental agency, or any public or private agency, organization, entity, or program that receives state funding, from using any child, or permitting any child to be used, as an interpreter, as defined, in any hospital, clinic, or physician office in the context of diagnosis and treatment, except as specified. The bill would require each such agency, organization, entity, or program that receives state funding to have in place, and available for inspection, an established procedure for providing competent interpretation services that does not involve the use of children, as defined, in this manner. This bill contains other related provisions and other existing laws. | To Senate. Not assigned. |

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| AB 836 (Huff) | | Existing law requires every state agency and court for which an appropriation is made to submit to the Department of Finance for approval, a complete and detailed budget setting forth all proposed expenditures and estimated revenues for the ensuring fiscal year. This bill would require that these budgets utilize a zero-based budget method, as defined. | Assembly Budget Committee 2-year Bill. |
| AB 884 (Baca) | | This bill would prohibit a state agency, including the California State University, from employing a primary care physician as an independent contractor when there is an unfilled, full-time primary care physician position available within the state agency, unless the state agency is unable to do so after a good faith effort. | To Senate. Not Assigned. |
| AB 1066 (Horton, Jerome) | | This bill would amend existing law to provide that a state agency: (1) may not pay a contractor under a cost-savings contract until the State Personnel Board (SPB) had first approved that contract and all administrative appeals have been exhausted or waived; (2) may not seek to enter into a cost-savings contract with a contractor if SPB disapproved a prior contract with that same contractor for the same services within the preceding 12 months; and (3) must give 10 days prior notice to Bargaining Unit 12 of any contract the agency intends to enter into that may affect that bargaining unit. | To Senate. Not assigned. |
| SB 165 (Speier) | | This bill would create the Office of the Special Counsel (OSC) as a separate branch of the State Personnel Board (Board), to protect state employees and applicants for state employment who have been retaliated against as a result of their having made protected disclosures under the Whistleblower Protection Act (Government Code section 8547 <i>et seq.</i>). | Senate Appropriations Committee. (Suspense file. 2-year bill.) |
| SB 606 (Kehoe) | | This bill would authorize that the State Personnel Board may create a classification for full-time lifeguards that does not require completion of the basic training course established by the Commission on Peace Officers Standards and Training. | Senate Appropriations Committee (Suspense File. 2-yr bill) |

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| SB 737 (Romero) | | Among other things, upon request of the Governor, the State Personnel Board (SPB) could develop and implement cost-effective recruitment and merit-based selection processes to establish lists of qualified applicants for consideration by the Governor in filling any of the 36 identified positions | Chaptered. Chapter #10, Statutes of 2005. |
| SB 1095 (Chesbro) | | <p>This bill would amend existing law by allowing the California Conservation Corps (CCC) exceptions to the current requirements relating to 1) procurement or management of motor vehicle fleets; 2) hire, lease, lease-purchase of property or facilities; 3) limited-term appointments; and 4) hiring-above-minimum salary adjustments.</p> <p>This analysis is limited to those provisions that directly impact the State Personnel Board (SPB). Specifically, the bill would allow CCC to extend limited-term (LT) appointments, beyond the current 2 years, to a maximum of 4 years, when authorized by SPB.</p> | To Assembly. Not assigned. |

STATE PERSONNEL BOARD

NON-HEARING CALENDAR

RE: BOARD CALENDAR JUNE 21, 2005

(Cal; 06/21/2005)

MEMORANDUM TO: STATE PERSONNEL BOARD

FROM : KAREN COFFEE, Chief, Merit Employment and Technical Resources Division

SUBJECT : Non-Hearing Calendar Items for Board Action.

The staff has evaluated these items and recommend the following actions be taken:

| | <u>PAGE</u> |
|---|-------------|
| A. The California Bay Delta Authority (CBDA) | 202 |
| proposes the establishment of a Program Manager class series consisting of three managerial designated classes titled: Program Manager I, CBDA; Program Manager II, CBDA; and Program Manager III, CBDA, each with a twelve month probationary period. | |
| B. The Department of Personnel Administration | 219 |
| proposes on behalf of the user departments (Department of Veteran's Affairs, Department of Mental Health, Department of Developmental Services and the Department of Corrections) the following: the consolidation and re-titling of five existing Psychiatric Social Worker (PSW) classifications; establishment of a new series specification titled Clinical Social Worker (Health Facility), and Clinical Social Worker (Health/Correctional Facility) (Safety); apply Footnote 24 to the Psychiatric Social Worker/Class Code 9870; abolish the other four existing Psychiatric Social Worker Classifications; and a 12-month probationary period is proposed for the new series. A separate SPB hearing to address designating the new PSW series specification as "sensitive" for the purposes of pre-employment drug screening will be scheduled on the SPB July 12-13 Board Meeting. | |

C. The Department of Insurance (DOI)

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proposes the consolidation of the following classes: Insurance Rate Analyst; Associate Insurance Rate Analyst; Senior Insurance Rate Analyst; and Supervising Insurance Rate Analyst into a series specification of Insurance Rate Analyst. In addition DOI proposes broadening the minimum qualifications to improve recruitment efforts as well as updating the scope, definition, knowledge and abilities of the classes in the proposed series specification Insurance Rate Analyst.

(Cal; 06/21/05)

TO : STATE PERSONNEL BOARD

FROM : Karen Lynch
Department of Personnel Administration

REVIEWED BY : Josie Fernandez
Department of Personnel Administration

SUBJECT : Proposed establishment of a new class series entitled Program Manager, California Bay-Delta Authority

SUMMARY OF ISSUES:

The California Bay-Delta Authority (CBDA) proposes establishment of a Program Manager class series used to perform a broad range of staff and management oversight work within the CBDA. The new Program Manager, California Bay Delta Authority class series, will consist of three managerial designated classes entitled Program Manager I, CBDA, Program Manager II, CBDA, and Program Manager III, CBDA; each with a 12-month probationary period. Current incumbents working within the department will be moved by split-off into the appropriate level of the new class series. Some State civil service, Federal and contract employees presently working within the CBDA will be required to participate in examinations conducted on an open basis.

CONSULTED WITH:

Wendy Halverson Martin, CBDA
Rick Breitenbach, CBDA
Pauline Nevins, CBDA
Dave Caffrey, Cooperative Personnel Services
Marie Powell, Cooperative Personnel Services

The Department of Personnel Administration has sent a courtesy copy of this managerial series new class proposal to the California Association of Professional Scientists.

CLASSIFICATION CONSIDERATIONS:

See Part B. CLASSIFICATION CONSIDERATIONS

RECOMMENDATIONS:

1. That the following classifications be established; the proposed Program Manager, California Bay-Delta Authority series specification including specifications for the classes as shown in the current calendar be adopted on June 21, 2005 and made effective July 1, 2005; the probationary period be as specified below:

- 2.

| <u>Class</u> | <u>Probationary Period</u> |
|--|----------------------------|
| Program Manager I, California Bay-Delta Authority | 12 Months |
| Program Manager II, California Bay-Delta Authority | 12 Months |
| Program Manager III, California Bay-Delta Authority | 12 Months |

3. That the following resolution be adopted:

WHEREAS the State Personnel Board on June 21, 2005 adopted this item and established the classes indicated below in Column II effective July 1, 2005; and the duties and responsibilities of this class was substantially included in the existing class indicated below in Column I; and

WHEREAS the knowledge and abilities required for the class indicated in Column II were substantially tested for in the examinations for the corresponding class indicated in Column I: Therefore be it

RESOLVED, That any person with civil service status at the California Bay-Delta Authority in the class indicated below in Column I on July 1, 2005, holding a position within the Regional Coordination Branch of the Water Management and Regional Coordination Division or who within a period of one year from the date of the Board action accepts a position which is classified as performing the duties of the class indicated in Column II shall be deemed to have the same civil service status in such class without further examination.

| <u>Column I</u> | <u>Column II</u> |
|-----------------------|---|
| Supervising Biologist | Program Manager I, California Bay-Delta Authority |

4. That the following resolution be adopted:

WHEREAS the State Personnel Board on June 21, 2005 established the class indicated below in Column II effective July 1, 2005; and the duties and responsibilities of this class were substantially included in the existing class indicated below in Column I; and

WHEREAS the knowledge and abilities required for the class indicated in Column II were substantially tested for in the examinations for the corresponding class indicated in Column I: Therefore be it

RESOLVED, That any person with civil service status at the California Bay-Delta Authority in the class indicated below in Column I on July 1, 2005, holding a position within the Ecosystem Restoration Branch of the Ecosystem Restoration Division or who within a period of one year from the date of the Board action accepts a position which is classified as performing the duties of the class indicated in Column II shall be deemed to have the same civil service status in such class without further examination.

Column I

Column II

Environmental Program Manager I
(Supervisor)

Program Manager II, California
Bay-Delta Authority

5. That the following resolution be adopted:

WHEREAS the State Personnel Board on June 21, 2005 established the class indicated below in Column II effective July 1, 2005; and the duties and responsibilities of this class were substantially included in the existing class indicated below in Column I; and

WHEREAS the knowledge and abilities required for the class indicated in Column II were substantially tested for in the examinations for the corresponding class indicated in Column I: Therefore be it

RESOLVED, That any person with civil service status at the California Bay-Delta Authority in the class indicated below in Column I on July 1, 2005, holding a position either within the Science and Policy Office and/or the Science Division who within a period of one year from the date of the Board action accepts a position which is classified as performing the duties of the class indicated in Column II shall be deemed to have the same civil service status in such class without further examination.

Column I

Environmental Program Manager II

Column II

Program Manager III, California
Bay-Delta Authority

B. CLASSIFICATION CONSIDERATIONS

BACKGROUND:

1. Provide some historical perspective about the organizational setting of the subject classes and the needs that this request addresses.

Effective January 1, 2003, the California Bay Delta Authority became a State governmental entity under SB 1653 (Costa). Prior to this date, a broad consortium of State, Federal, local and private entities worked together on individual projects related to ecosystem health and water supply reliability problems in the California Bay-Delta region. This multi-disciplinary group formulated the controlling document entitled the Record of Decision (ROD) which presents the 30-year restoration and reclamation plan for the Bay-Delta region and its attendant watershed areas.

Currently, a mix of State, Federal and contract employees are establishing and implementing the oversight mechanisms necessary to implement and assess the program elements outlined in the ROD. These employees will form the basis of the civil service workforce which will continue to function as the policy development and policy decision-makers working to bring consensus and cohesion to the program plans for the twenty-four participating governmental entities cited in the enabling legislation.

This proposal is to establish a State civil service classification plan for the CBDA which will allow for its employees to provide managerial, technical and scientific support to the participating entities; ensure that both State and Federal legislative interests are served; that impacted citizens, such as stakeholders, the public and tribal members, are well versed and included in key decision-making aspects of program implementation; and that the tenets of the ROD are accomplished appropriately and timely.

CLASSIFICATION CONSIDERATIONS:

2. What classifications do the subject classes report to?

Incumbents in the Program Manager III, CBDA class will report to the Director and Chief Deputy Director of the CBDA. Incumbents in the Program Manager II, CBDA class will report to Program Managers III, CBDA or the Director and Chief Deputy Director of the CBDA. Incumbents in the Program Manager I, CBDA class will report to Program Managers II or III, CBDA.

3. Will the subject classes supervise? If so, what classes?

Incumbents in the Program Manager II and III, CBDA classes may have supervisory authority over lower level incumbents within the series, other State or Federal civil service employees, or outside contract employees.

4. What are the specific duties of the subject classes?

At the Program Manager I and II, CBDA levels, incumbents are responsible for a program element or portion of a program element within their area of expertise. Incumbents negotiate and coordinate projects which are being jointly implemented by State, Federal and public and private entities; provide technical comment and recommendation on projects; represent the CBDA before a wide array of interest groups; resolve issues of misunderstanding or interpretation of the ROD; review program plans and budgets to ensure compatibility with the ROD; ensure that activities are linked and appropriately integrated into overall program plans; ensure that decisions made are scientifically and technically founded; foster political consensus amongst all participating and interested groups; provide media and community outreach mechanisms; serve as advisors to the CBDA and public advisory committee and subcommittees; and perform other related tasks as assigned. Program Manager II, CBDA incumbents may also provide supervision to a mix of civil service incumbents, Federal employees and contractors.

At the Program Manager III, CBDA level, incumbents function as subject matter experts and in-house program managers by developing policies and procedures relative to their specific program element; representing the CBDA at the highest State and Federal levels; recommending legislative change, as necessary to implement their project-related portion of the ROD; and ensuring that issues related to the interpretation and implementation of the ROD are addressed equitably and solved amicably. Incumbents may also provide supervision to a mix of civil service, Federal and contract employees.

5. What is the decision-making responsibility of the subject classes?

Incumbents at all levels have the authority to interpret the ROD and educate those involved in their area of specialty regarding the contents and intent of the ROD. Program Manager I and II incumbents may become involved in decisions regarding financial, policy, technical, and/or scientific program elements within their area of expertise. Some Program Manager II positions have administrative responsibilities related to their specific program element. In addition to the technical/scientific determinations made, Program Managers III, CBDA also bear responsibility for the administrative aspects of their specific programs and must develop strategic, budgetary, staffing and other plans to ensure program success.

6. What would be the consequence of error if incumbents in the subject classes did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

Errors in interpretation of the ROD, lack of timely implementation, inability to bring consensus among participants, failure to provide sound fiscal systems, or other program failures could mean the loss of water supply, deterioration of Bay-Delta water quality and ecosystem habitat and loss of adequate flood protection or other critical environmental or social protections for two-thirds of the population of California. Failures could negatively impact over 738,000 acres of

watershed lands, over 750 plants and animal species, and 7,000,000 acres of productive agricultural land, as well as 80% of the State's commercial salmon fisheries.

The magnitude of such failures is incalculable in terms of dollar, human and political costs. No other positions within State service bear such broad based, long-term responsibilities over such a large number of governmental entities as those within the CBDA.

7. What are the analytical requirements expected of incumbents in the subject classes?

Incumbents at all levels within the proposed class series must possess high levels of technical and scientific understanding regarding the large number of disciplines associated with program projects. Although individuals require specialization within their work assignment, a well developed understanding of all aspects and impacts of related CBDA programs is necessary for success in all positions. Incumbents must know and understand the intent of the ROD and the legal mechanisms in place to implement the requirements of the ROD; the State and Federal budgetary processes; the workings of local governmental bodies; the workings of agribusiness in the State; financial, ecological and environmental impacts upon various outdoor recreations; legislative and report preparation and review; scientific principles and their application to specific program projects; and a myriad of other legal and business concepts which are impacted by the implementation of various projects.

8. What are the purpose, type and level of contacts incumbents in the subject classes make?

At all levels, incumbents in the proposed new classes must deal with a variety of State, Federal and local government entities, as well as private- and public-interest groups and others, such as tribal representatives, in the course of the conduct of their work. State Legislative members and staff; Federal elected officials and their staff; agri-business representatives, various outdoor recreational associations, local governments, and private citizens whose properties may be within the boundaries of project developments are all part of the ongoing contacts necessary to satisfactorily complete the work assignments. Much of the work performed by incumbents in the proposed classes is educational and mentoring in nature. Seeking consensus, negotiating agreements with those having disparate points of view, and ensuring continuing movement forward toward specified goals is the primary mission of all assigned work. Ensuring that those who may be impacted by specific projects have a voice and know how to make their issues known is another critical factor related to the types and levels of contacts for incumbents in the proposed new classes.

NEED FOR NEW CLASS

9. What existing classes were considered and why were they not appropriate?

Classes within the Environmental Program Manager series were reviewed for comparability to the proposed classes. Although knowledge, skill and abilities and Minimum Qualifications are similar to those required for completion of tasks at CBDA, the class concepts differ. The level of authority, breadth of oversight, impact of assigned projects, and coordination of multi-disciplinary and multi-governmental projects is broader and more far-reaching in the CBDA positions than singular positions assigned to the comparable levels within the Environmental Program Manager class series.

MINIMUM QUALIFICATIONS

10. What are the proposed or current minimum qualifications of the subject classes, and why are they appropriate?

All of the proposed new classes require possession of a Bachelor's Degree with major work in biology, chemistry, engineering, physical science, environmental science, public administration, planning, or a closely related field for both promotional and open candidates. Outside candidates who possess an advanced degree in one of the cited disciplines, or a closely related field, may substitute the additional education for one year of the general experience.

All levels require that non-State experience include five years of broad and extensive experience in scientific research, public outreach, planning, regulatory development, investigative environmental or similar work which include one or two years which must have been in a lead administrative, managerial, or full charge supervisory assignment equivalent in level of responsibility to that of the next lowest level within the class series.

The Program Manager III, CBDA also requires two years of experience in the California State service performing duties comparable to those of a Program Manager II, CBDA.

The Program Manager II, CBDA also requires two years of experience in the California State service performing duties comparable to those of a Program Manager I, CBDA.

The Program Manager I, CBDA also requires two years of experience in the California State service performing duties comparable to those of a Staff or Senior Environmental Scientist.

The Minimum Qualifications are appropriate for the proposed classes in that they are job related, develop a clear promotional pattern, give recognition to comparable work performed within companion State departments, require an adequate period of related experience for non-State applicants, allow for a broad

array of educational backgrounds, and provide for a reasonable candidate pool from which to fill vacant positions. Additionally, Pattern I experience is stated as accepting work performed which is comparable to that of the CBDA classes as there are current CBDA employees allocated to other civil service classifications who are presently performing the duties of the proposed classes.

PROBATIONARY PERIOD:

11. If a probationary period other than six months is proposed, what is the rationale?

It is recommended that all three classes within the proposed series possess 12-month probationary periods. In order to adequately assess the performance of individuals in the proposed classes, a 12-month probationary period is necessary as work products, budget cycles, and project timetables extend far beyond six months.

STATUS CONSIDERATIONS:

12. What is the impact on current incumbents?

Current incumbents, dependent upon their individual status, will either be moved by Board action, participate in open examinations or retain their contractor's status. Existing State employees will maintain all status rights accrued to them in their current positions.

13. Will current employees move by examination, transfer, reallocation, split-off, etc? Explain rationale.

Current State civil service employees will move to the proposed new classes by split-off. Federal employees and some contract employees will be required to participate in open examinations, while some contract employees may retain their contractor's status.

CONSULTED WITH:

Dave Caffrey, Cooperative Personnel Services
Marie Powell, Cooperative Personnel Services

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

PROGRAM MANAGER, CALIFORNIA BAY DELTA AUTHORITY
 Series Specification
 (Established _____)

SCOPE

This series specification describes three Program Manager classes used to perform a broad range of staff and management oversight work within the California Bay Delta Authority (CBDA). Oversight responsibility is directed by the Record of Decision, a 30-year plan developed and accepted by State, Federal, public, and private interest groups to restore the San Francisco Bay/Sacramento-San Joaquin Delta Estuary. Incumbents coordinate the activities of the twenty-four implementing agencies to promote balanced program implementation plans and activities that meet the goals and objectives of the CALFED Program and adhere to the Record of Decision. On behalf of the CBDA, incumbents provide direction to achieve balanced implementation, as well as integration of, and continuous improvement in, all program elements; track the progress of all program projects and activities, and assess overall achievement of the goals and objectives of the Program; seek and promote partnerships with local interests and programs that seek to integrate various water management and environmental options; modify, as necessary, and coordinate the modification of timelines and activities deemed necessary by the CBDA; develop policies and make decisions regarding program milestones; provide a forum for the resolution of conflicts or disputes among implementing agencies; provide specialist support to the Authority and the public advisory committee and subcommittees; review or prepare regulations for adoption; request and review reports; ensure prompt and balanced media utilization; and communicate with the Congress of the United States and the California State Legislature and others; and perform other related duties.

| <u>Schem</u> <u>Code</u> | <u>Class</u> <u>Code</u> | <u>Class</u> |
|-----------------------------|-----------------------------|---|
| BH79 | 0783 | Program Manager I, California Bay Delta Authority |
| BH78 | 0784 | Program Manager II, California Bay Delta Authority |
| BH77 | 0785 | Program Manager III, California Bay Delta Authority |

ENTRY LEVEL

Entry to the series may be at any classification level.

FACTORS AFFECTING POSITION ALLOCATION

Distinctions between levels are based upon both a quantitative and qualitative assessment of the criteria cited below. Emphasis on a particular factor or factors may change with specific assignments, but no single factor is controlling.

Quantitative Criteria:

1. Dollar value of project(s) assigned.
2. Combination of State, Federal, local, and private constituents (who, how many, what levels).
3. Degree of public and legislative interest, both State and Federal.
4. Financial, restorative, or other consequence of failure or other inability to reach consensus or meet major milestones.
5. Number and type of unique technical or scientific issues in assigned projects.
6. Number and types of committee, teams, and work groups to which assigned.

Qualitative Criteria:

Knowledge: Assesses the nature and extent of the body of information/facts which are essential to successfully complete the assigned work.

Supervision Received: Assesses the nature and extent of direct and indirect controls over the assigned work exercised by the incumbent, as well as the independence of action exercised, and the thoroughness with which work is reviewed.

Guidelines: Assesses the nature of relevant instructions/scientific information available and the judgment needed to interpret and apply such information.

Scope and Effect: Assesses the purpose, breadth, and depth of work assigned, and the effect of successful completion of assignments, both within and outside of the CBDA.

Complexity: Assesses the nature, variety, and intricacy of assignments, and the difficulty and originality involved in successful completion of work assignments.

DEFINITION OF LEVELS

PROGRAM MANAGER I, CALIFORNIA BAY DELTA AUTHORITY

This is the first managerial level of the series which has significant responsibility for formulating policies or programs. Incumbents are assigned oversight and management of projects of moderate scope and complexity; act as technical consultants and overseers on projects or specific phases of projects; may serve as team members within their program area; work with a broad array of State, Federal, and public/private interest groups to ensure understanding and consensus on various long- and short-term projects; exercise discretion in the provision of oversight and coordination of projects as defined in the Record of Decision; and may serve as advisors to executive staff, the Authority, or public advisory committee and/or subcommittees.

PROGRAM MANAGER II, CALIFORNIA BAY DELTA AUTHORITY

Under general direction, incumbents provide oversight and policy direction within their area of expertise to a wide variety of State, Federal, and public/private interest groups involved in the implementation of the CBDA, Record of Decision. Assignments are larger in size, broader in scope, and carry greater political sensitivity than those assigned to lower-level classes. Incumbents function as technical or regional specialists, and review program plans and budgets to ensure compatibility with the Record of Decision; coordinate Bay-Delta improvements to ensure that activities are linked and are appropriately integrated; ensure that decisions regarding program activities are scientifically founded; exercise discretion in the provision of oversight and coordination on a broad and technically diverse range of projects; find ways to foster political consensus to ensure consistent policy interpretation and application; and provide media and community outreach mechanisms to ensure governmental and public understanding of program activities and intent. Some positions may serve as special advisors to the Executive Staff or the Authority.

Positions may exercise managerial and supervisory authority over a multidisciplinary group of State, Federal, and contract employees within the CBDA.

PROGRAM MANAGER III, CALIFORNIA BAY DELTA AUTHORITY

Under administrative direction, as a Deputy Director or Program Advisor, incumbents are responsible for program development and implementation of a specific technical or administrative program area within the CBDA.

In the technical areas, incumbents are recognized experts in their field of specialization, and are responsible for program design and appropriate staffing and attendant fiscal solvency of their technical program. Incumbents are responsible for the negotiation and coordination of oversight roles for projects which are being implemented jointly by a broad array of State, Federal, and other public and private entities; provide oversight of the implementation of various parts of the CBDA, Record of Decision, and provide technical comments and recommendations within their area of expertise; represent the CBDA before a broad variety of State, Federal, local, and public and private interest groups; resolve issues of disparate understanding and interpretation of the Record of Decision; and work closely with others within the CBDA to take advantage of complementary opportunities among programs to reduce conflicts among the goals and implementation actions of all CBDA programs and participants.

In the Administrative areas, incumbents may provide program and policy development related to media and public outreach, financial advocacy, and oversight of all funding sources and budgetary allocations for all participating parties; or may provide technical program expertise and advice as a special advisor to the Executive Staff and the CBDA, as well as function as special liaison between the State Resources Agency and other governmental entities.

Incumbents may have broad supervisory and managerial authority over a multidisciplinary group of State, Federal, and contract employees within the CBDA.

MINIMUM QUALIFICATIONS

ALL LEVELS:

Education: Possession of a Bachelor's Degree with major work in biology, chemistry, engineering, physical science, environmental science, public administration, planning, or a closely related field.

PROGRAM MANAGER I, CALIFORNIA BAY DELTA AUTHORITY

Either I

Experience: Two years of experience in the California state service performing duties comparable to those of a Staff or Senior Environmental Scientist.

Or II

Experience: Five years of broad and extensive experience in engineering, scientific research, public outreach, planning, regulatory development, investigative environmental, or similar work, including at least one year which must have been in a position responsible for the implementation of environmental policies, programs, plans, or research projects; or the conduct of an environmental monitoring and surveillance or environmental management program; or provided lead responsibility for the work of a multidisciplinary staff performing investigatory or regulatory work at a level equivalent to that of a Staff Environmental Scientist. and

Education: Possession of a Bachelor's Degree with a major in engineering, biological, chemical, physical, or environmental science, public administration, planning, or a closely related field. Possession of an advanced degree in one of the disciplines cited, or a closely related field, may be substituted for one year of the general work experience.

PROGRAM MANAGER II, CALIFORNIA BAY DELTA AUTHORITY

Either I

Experience: Two years of experience in the California state service performing duties comparable to those of a Program Manager I, California Bay Delta Authority

Or II

Experience: Five years of broad, extensive, and increasingly responsible experience in engineering, scientific research, public outreach, planning, regulatory development, investigative environmental or similar work, including at least one year which must have been in an administrative or supervisory position in charge of a staff responsible for the development or implementation of environmental policies, programs, plans, or research projects; or the conduct of a major environmental monitoring and surveillance, or environmental management program; or provide for the supervision of the work of a large multidisciplinary environmental investigatory or regulatory staff at a level of responsibility equivalent to that of a Program Manager I, California Bay Delta Authority. and

Education: Possession of a Bachelor's Degree with a major in engineering, biological, chemical, physical, or environmental science, public administration, planning, or a closely related field. Possession of an advanced degree in one of the disciplines cited, or a closely related field, may be substituted for one year of the general work experience.

PROGRAM MANAGER III, CALIFORNIA BAY DELTA AUTHORITY

Either I

Experience: Two years of experience in the California state service performing duties comparable to those of a Program Manager II, California Bay Delta Authority.

Or II

Experience: Five years of broad, extensive, and increasingly responsible experience in engineering, scientific research, public outreach, planning, regulatory development, investigative environmental, or similar work, including at least two years which must have been in a managerial position in full charge of a staff responsible for the development or implementation of environmental policies, programs, plans, or research projects; or the conduct of a major environmental monitoring and surveillance or environmental management program; or provide for management of the work of a large multidisciplinary environmental investigatory or regulatory staff at a level of responsibility equivalent to that of a Program Manager II, California Bay Delta Authority.
and

Education: Possession of a Bachelor's Degree with a major in engineering, biological, chemical, physical, or environmental science, public administration, planning, or a closely related field. Possession of an advanced degree in one of the disciplines cited, or a closely related field, may be substituted for one year of the general work experience.

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: California environmental water issues and policies; principles of land, water, fish, wildlife, and other natural resources; principles of ecology; land use practices; effects of waste materials and their interactions with the environment; State and Federal environmental rules, regulations, and requirements; State, Federal, and local legislative processes; environmental programs and

policies of participating governmental entities; principles and techniques of personnel management and supervision; and budgeting and other administrative functions.

Ability to: Coordinate and integrate program activities; manage, lead, or administer program resources; provide direction to achieve balanced implementation, as well as integration of, and continuous improvement in, all program elements; track the progress of all program projects and activities, and assess overall achievement of the goals and objectives of the program; seek and promote partnerships with local interests and programs that seek to integrate various water management options; modify, develop policies, and make decisions regarding program milestones; provide a forum for the resolution of conflicts or disputes among implementing agencies; ensure prompt and balanced media utilization; communicate with the Congress of the United States and the California State Legislature and others; analyze and evaluate information and reach sound conclusions; review and interpret scientific and environmental reports; analyze situations and take appropriate actions; communicate effectively with all those contacted in the course of the work; prepare clear, complete, and technically accurate reports; apply rules, regulations, policies, and requirements of State and Federal environmental protection and resource management programs; and develop innovative solutions to difficult environmental management and water problems.

PROGRAM MANAGER II, CALIFORNIA BAY DELTA AUTHORITY
PROGRAM MANAGER III, CALIFORNIA BAY DELTA AUTHORITY

Knowledge of: In addition to the above, principles and practices of supervision and management, including a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: In addition to the above, plan and direct the work of subordinate staff, while effectively promoting equal opportunity in employment and maintaining a work environment that is free of discrimination and harassment.

CLASS HISTORY

| Title | | Date | Date | |
|---|--------------|--------------------|----------------|----------------|
| | <u>Class</u> | <u>Established</u> | <u>Revised</u> | <u>Changed</u> |
| Program Manager I, California Bay Delta Authority | | -- | -- | |
| Program Manager II, California Bay Delta Authority | | -- | -- | |
| Program Manager III, California Bay Authority | | -- | -- | |

(Cal; 06/21/05)

TO : STATE PERSONNEL BOARD

FROM : Phyllis Bonilla
Staff Personnel Program Analyst
Department of Personnel Administration

REVIEWED BY: Josie Fernandez
Program Manager

SUBJECT : Consolidate and re-title existing Psychiatric Social Worker classifications; establish a new series specification, Clinical Social Worker (Health Facility); apply Footnote 24 to Psychiatric Social Worker/Class Code 9870; and abolish all other existing Psychiatric Social Worker classifications

SUMMARY OF ISSUES:

On behalf of user departments, the Departments of Corrections (CDC), Developmental Services (DDS), Mental Health (DMH), Veterans Affairs (DVA), the Department of Personnel Administration (DPA) proposes the consolidation and retitling of the existing Psychiatric Social Worker (PSW) classifications into a new series specification consisting of two classifications---Clinical Social Worker (Health Facility) and Clinical Social Worker (Health/Correctional Facility) – Safety. Upon establishment of these new classifications, it is also proposed the PSW/Class Code 9870 class be Footnoted 24, and the following PSW classifications be abolished:

9868 Psychiatric Social Worker (Health Facility)
9869 Psychiatric Social Worker (Health Facility) (Safety)
9282 Psychiatric Social Worker, Correctional Facility
9879 Psychiatric Social Worker, Departs. of Mental Health and Developmental Services

It is also proposed all incumbents in the PSW classifications listed above be reallocated into the new Clinical Social Worker (Health Facility) and Clinical Social Worker (Health/Correctional Facility) – Safety classifications.

This proposal is the result of a classification study that determined the feasibility of consolidating the existing PSW classes into fewer classifications. All existing PSW classifications contain the same minimum qualifications, and, with the exception of two classes, all require licensure with the California Board of Behavioral Science. This proposal would replace four separate PSW classifications with a new series specification containing two new Clinical Social Worker classifications. This proposal would also apply Footnote 24 to the PSW/Class Code 9870 class in order to address the status of the one unlicensed PSW incumbent. Application of Footnote 24 to the PSW/Class Code 9870 class would result in no future appointments to the class and class abolishment when the class becomes vacant. Additionally, the proposal addresses licensure requirements in accordance with AB 1975/Statutes of 2000.

Incumbents in the PSW classification 9869 Psychiatric Social Worker (Health Facility) (Safety) and 9282 Psychiatric Social Worker, Correctional Facility are currently designated as safety, the proposal to consolidate these two classes into one class does not result in an increased number of existing safety incumbents.

CONSULTED WITH:

Sandra Allen, CDC
Linda Sakauye, CDC
Sandra Cavin, DDS
Elizabeth Andres, DMH
Judy Helbon, DMH
Susan Lorenz, DMH
Joy Hempstead, DVA
Nancy Clifford, American Federation of State & County Municipal Employees (AFSCME)
Leonard Potash, AFSCME (now retired)
Pam Manwiller, AFSCME
Kathryn Cervantes-Peterson, DPA
Jennifer Roche, State Personnel Board

In accordance with the terms of the DPA/AFSCME contract, the Department of Personnel Administration has notified the union in writing of this proposal.

CLASSIFICATION CONSIDERATIONS:

See attached proposal.

RECOMMENDATIONS:

It is recommended:

1. That the following classes be established, the proposed Clinical Social Worker series specification as shown in this calendar be adopted on June 21, 2005, and made effective July 1, 2005; and the probationary period for each class be twelve months.

Clinical Social Worker (Health Facility)
Clinical Social Worker (Health/Correctional Facility) – Safety

2. That all appointments to the classes in the Clinical Social Worker series specification that require a probationary period and that are effective on or after September 1, 2004, shall require service of a one-year probationary period on order to attain permanent status in the classification.

3. That the following resolutions be adopted:

a. WHEREAS the State Personnel Board on June 21, 2005, adopted this item and established the classes indicated in Column II effective July 1, 2005; and the duties and responsibilities of these new classes are substantially included in the previously existing classes as indicated in Column I; and

WHEREAS the knowledge and abilities required for the classes indicated in Column II were substantially tested for the examinations held for the classes listed in Column I: Therefore be it

RESOLVED, That each person with civil service status in the classes in Column I on July 1, 2005, be reallocated (A20) to, and hereby granted the same civil service status without further examination in the classes in Column II; and be it further

RESOLVED, That any existing employment lists other than reemployment lists established for the classes indicated in Column I shall be used to certify to fill vacancies in the classes in Column II as directed by the Executive Officer of the State Personnel Board until such lists are abolished, exhausted, or superseded by lists for the classes in Column II and any persons on existing reemployment lists for classes in Column I shall also be placed on reemployment lists for the classes in Column II until expiration of their eligibility on reemployment lists for the classes in Column I.

| <u>Column I</u> | <u>Column II</u> |
|--|---|
| Psychiatric Social Worker, Health Facility Psychiatric Social Worker, DMH and DDS | Clinical Social Worker (Health Facility) |
| Psychiatric Social Worker (Health Facility) (Safety) | |
| Psychiatric Social Worker, Correctional Facility | Clinical Social Worker (Health/Correctional Facility) – Safety |

4. That Footnote 24 be applied to the class of Psychiatric Social Worker (Class Code 9870) to prevent further appointments to this class and to designate that it is to be abolished when it becomes vacant.

5. That the following classes be abolished July 1, 2005:

- 9868 Psychiatric Social Worker (Health Facility)
- 9869 Psychiatric Social Worker, (Health Facility) (Safety)
- 9282 Psychiatric Social Worker, Correctional Facility
- 9879 Psychiatric Social Worker, DMH and DDS

B. CLASSIFICATION CONSIDERATIONS

Instructions: Complete only if Concept (Part A) approved by DPA. Include headings (Background, Classification Considerations, etc.) if using additional paper. Only complete applicable questions (i.e., provide enough information to support the proposal). Respond to each of these questions and return with signed-off transmittal to your DPA and SPB Analysts.

BACKGROUND

1. Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.

Currently, five separate Psychiatric Social Worker (PSW) classifications exist within the State's classification plan:

9868 Psychiatric Social Worker (Health Facility)

9869 Psychiatric Social Worker (Health Facility) (Safety)

9282 Psychiatric Social Worker, Correctional Facility

9879 Psychiatric Social Worker, Departments of Mental Health and Developmental Services

(the above class has no incumbents and has not been used in 2000.)

9870 Psychiatric Social Worker

All classifications provide diagnostic and treatment services to, and/or on behalf of, mentally, physically, or developmentally disabled persons in health and/or correctional health facilities (state mental hospitals, developmental centers, correctional institutions, and veterans homes). All classifications require completion of a master's degree, (or equivalent degree program) from an accredited school, and with the exception of two classes, all require licensure as a Licensed Clinical Social Worker within four years of appointment.

Given the only differences among the classifications are the type of facility the social worker works in and the requirement for drug testing (three of five existing PSW classifications require drug testing) there is no need for multiple social worker classifications. Consolidating and retitling the existing classification into two new Clinical Social Worker (CSW) classifications provides uniform drug testing requirements, eliminates duplication, and simplifies the classification plan:

Clinical Social Worker (Health Facility)

Clinical Social Worker (Health/Correctional Facility) – Safety

Additionally, the departments utilizing the classes will be requesting to incorporate the drug testing language from the existing PSW specifications/classifications into the new CWS specifications in order to designate the classes as "sensitive" for the purposes of pre-employment drug screening. As required by SPB Rule 213 a public hearing will be held in order for the appointing power to address the necessity of including a drug screening requirement and to request that the Board designate the classes as "sensitive". The SPB Policy Division will address the drug screening issue at a separate Board meeting as a hearing, and request

the Five-Member Board's approval to designate the classes as "sensitive" for the purposes of drug screening at that time.

CLASSIFICATION CONSIDERATIONS

2. What classification(s) does the subject class(es) report to?

Generally, the Psychiatric Social Worker (PSW) reports to the Supervising PSW classification. However, within the Departments of Mental Health and Developmental Services, the PSW reports administratively to the Program Assistant and clinically to the Program Consultant (Social Work) classifications.

3. Will the subject class(es) supervise? If so, what class(es)?

The proposed CSW classifications are non-supervisory classifications, just as are the existing PSW classifications. However, incumbents in the existing PSW classifications may have clinical oversight of non-licensed PSWs. This same oversight role is proposed for the new CSW classifications.

4. What are the specific duties of the subject class(es)?

The existing PSW duties have been incorporated into the proposed CSW classifications: incumbents assess and summarize case information for use in diagnosis, treatment, and release of patients; collaborate in the diagnosis formulation; assist in developing treatment and release plans; identify and recommend services based on patient assessment; provide individual and group therapy; provide, and assist in, risk assessment and intervention; serve as a resource in accessing community support and services to use upon release; provide social work services to family members and community agencies; consult with clinical/medical staff; prepare social work reports and provide court testimony; participate in professional meetings, committees, training, and conferences; and participate in research and Quality Assurance and Improvement.

Incumbents in existing PSW, Correctional Facility, and PSW (Safety) classifications are also required to inspect facilities, observe behavior to identify or intervene in security breaches that could lead to injuries or escape. These responsibilities have been incorporated into the new CSW (Health/Correctional Facility) – Safety classification. As incumbents in these classes are currently designated safety employees, the proposal does not result in an increased number of existing safety incumbents.

5. What is the decision-making responsibility of the subject class(es)?

PSWs/CSWs must possess a Master's degree from an accredited school of social work and be licensed by the California Board of Behavioral Science in order to

diagnose and/or collaborate in the formulations of patient diagnosis. PSWs/CSWs assess patients and assist in developing, monitoring, and modifying patient treatment and release plans.

6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

An error in patient assessment, diagnosis, monitoring, and/or treatment could result in the patient injuring him/herself or others, jeopardize a facility's federal/state medical licensure, and subject the state to substantial monetary loss (lawsuits). Additional details will be provided in the public hearing requesting that the Board designate the classes as "sensitive".

7. What are the analytical requirements expected of incumbents in the subject class(es)?

There are no administrative analytical requirements for the PSW/CSW classifications. The PSW/CSW is required to perform a clinical review ("analysis") of a patient as part of the treatment team and recommend the appropriate therapeutic approaches.

8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make?

The PSW/CSW has regular contact with a facility's Psychologists, Psychiatrists, Medical Directors, nursing staff, Program Consultants (Social Work), and/or Program Assistants. This purpose of this contact is to assist in the assessment, diagnosis, and treatment of the patient.

NEED FOR NEW CLASS (if necessary)

9. For New classes only: what existing classes were considered and why were they not appropriate?

The proposed CSW is a consolidation and retitling of the existing PSW classifications. It is proposed the PSW/Class Code 9870 be Footnoted 24 (see #12 "Status Considerations") and the remaining, existing PSW classes be abolished upon establishment of the CSW classes.

MINIMUM QUALIFICATIONS

10. What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside experience patterns.)

With the exception of two classifications, PSW (9870) and PSW DMH & DDS (9879), the minimum qualifications and licensure requirements for all PSW classifications are the same and are proposed for the new CSW classifications:

The three (3) remaining PSW classifications require the incumbent to possess a valid license as a Licensed Clinical Social Worker from the California Board of Behavioral Science (again, the PSW and the PSW DMH & DDS are the exception). Existing licensed PSW specifications allow individuals who are not qualified for licensure to participate in an examination, be appointed, and secure a valid license within four years of appointment. If licensure is not secured within four years, the incumbent may request a one-year waiver. Should licensure not be secured after that waiver, employment is terminated. The existing licensed PSW specifications have different criteria for individuals recruited from outside California and who are qualified for licensure. These individuals may participate in an examination and may be appointed for a maximum of one year at which time licensure shall be obtained or employment shall be terminated (AB 1975/Statutes of 2000).

In addition to licensure, the education requirement for all PSW classifications is completion of a master's degree program for an accredited school of social work approved by the Council on Social Work Education. The existing PSW specification language allowing an equivalent degree has been removed from the proposed CSW classifications as California Education Code Section 94310 which provided this authorization was repealed in 1997.

The proposed CSW classes do not contain the early entry feature that currently exists for the two unlicensed classifications, the PSW and the PSW DMH & DDS. Because departments must meet federal Title 22 requirements governing health facilities (and licensure is required for all departments operating an acute psychiatric care facility within its health facility), the unlicensed concept is no longer appropriate and is proposed for abolishment. The early entry feature applies only to the unlicensed classifications; this feature is not reflected in the three licensed PSW classifications.

PROBATIONARY PERIOD ☐ Six Months

11. If a probationary period other than six months is proposed, what is the rationale?

The probationary period for all existing PSW classifications is 12 months. This same period is proposed for the new CSW classes.

STATUS CONSIDERATIONS (see additional information in Part D).

12. What is the impact on current incumbents?

With the exception of one incumbent, there are no status considerations; therefore, it is proposed all other incumbents be reallocated into the appropriate CSW classification. Additionally, no changes are proposed in the drug screening program/process. The current process for existing employees is testing is required only when the employer can demonstrate reasonable suspicion. This

item does not require existing employees to be tested. For new employees/appointees, the drug screening process will apply at hire; this too is the current process.

The one incumbent impacted by this proposal is employed by the Department of Veterans Affairs and is appointed to, and has gained status in, the non-licensed PSW (9870) class. In order to maintain this employee's status, it is proposed Footnote 24 be applied to the PSW (9870) which would allow the incumbent to remain in the class, yet prohibit new appointments and abolished the class when it becomes vacant.

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

Current PSW employees (with the exception of the one incumbent in Class Code 9870 referenced above) would be reallocated by Board action effective November 2, 2004 (please see Board Item memorandum).

No new "safety" classes are proposed, nor would additional incumbents be added to the proposed CSW "safety" classification by this board item. Incumbents in the classifications of PSW, Correctional Facility and PSW (Safety) would be reallocated to the new CSW (Health/Correctional Facility) – Safety classification. All other PSW incumbents would be reallocated to the CSW (Health Facility) classification.

CONSULTED WITH

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

A committee consisting of departmental and union representatives was formed to review the existing PSW classifications. This board item is the end result of that committee.

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

CLINICAL SOCIAL WORKER (HEALTH FACILITY)
Series Specification
(Established _____)

SCOPE

Under general direction, in a health or correctional facility, to do clinical social work with individuals with mental, physical, or developmental disabilities, and their communities; and to do other related work.

| <u>Schem</u> <u>Code</u> | <u>Class</u> <u>Code</u> | <u>Class Title</u> |
|-----------------------------|-----------------------------|--|
| XP31 | 9868 | Clinical Social Worker (Health Facility) |
| XP35 | 9872 | Clinical Social Worker (Health/Correctional Facility) - Safety |

DISTINGUISHING CHARACTERISTICS

Positions are responsible for maintaining safety by assisting staff in inspecting facilities, or observing behavior to identify or intervene in security breaches that could lead to injuries or escape, are appropriately allocated to the class of Clinical Social Worker (Health/Correctional Facility) - Safety. The class of Clinical Social Worker (Health Facility) is used for positions performing clinical social work in a nonforensic setting.

DEFINITION OF SERIES

Incumbents conduct assessments and summarize case information for use in diagnosis, treatment (level of care), and dispositional release; diagnose and/or collaborate in the formulation of a diagnosis; develop, monitor, and modify treatment plans in collaboration with the interdisciplinary treatment team; identify and recommend appropriate services based on assessment and, where applicable, civil or penal code commitment; provide individual and group therapy as delineated in the treatment plan; provide suicide and crisis risk assessment and intervention; participate in risk assessment, evaluation, and recommendation for alternate level of care placement, for release to the community, or other case disposition (with consideration for the risk the patient presents to the community); coordinate discharge planning activities and act as resource on accessing appropriate community support and services to be utilized upon release;

respond to requests from clients/patients, family members, courts, and community agencies; provide social work services to family members (Departments of Mental Health, Developmental Services, and Veterans Affairs only) and community agencies; consult with colleagues and other staff on behavior management treatment issues; prepare verbal and written social work reports and provide court testimony, as required by law and policy, which can be used in all legal jurisdictions; participate in professional meetings, committees, training, and conferences; and participate in research and Quality Assurance and Improvement (QA&I).

MINIMUM QUALIFICATIONS

BOTH CLASSES:

Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science. [Individuals who do not qualify for licensure by the California Board of Behavioral Science may be admitted into the examination and may be appointed but must secure a valid license within four years of appointment; however, an individual can be employed only to the extent necessary to be eligible for licensure plus one year. An extension of the waiver may be granted for one additional year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code. The time duration for unlicensed employment does not apply to active doctoral candidates in social work, social welfare, or social service, until the completion of such training.]

[Unlicensed individuals who are recruited from outside the State of California and who qualify for licensure may take the examination and may be appointed for a maximum of one year at which time licensure shall have been obtained or the employment shall be terminated; an extension of the waiver may be granted for an additional one year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code. Individuals granted an additional one year based on extenuating circumstances may be appointed for a maximum of two years at which time licensure shall have been obtained or the employment shall be terminated. Additionally, they must take the licensure examination at the earliest possible date after the date of employment.]

and

Education: Completion of a master's degree program from an accredited school of social work, approved by the Council on Social Work Education.

KNOWLEDGE AND ABILITIES

BOTH CLASSES:

Knowledge of: Principles, procedures, techniques, trends, and literature of social work with particular reference to clinical social work; psycho/social aspects of mental and developmental and physical disabilities; community organization principles; scope and activities of public and private health and welfare agencies; characteristics of mental, developmental, and physical disabilities; current trends in mental health,

public health and public welfare, and Federal and State programs in these fields.

Ability to: Utilize and effectively apply the required technical knowledge; establish and maintain the confidence and cooperation of persons contacted in the work; secure accurate psycho/social data and record such data systematically; prepare clear, accurate, and concise reports; work family and community agencies in preparation for discharge; develop and implement programs; provide professional consultation; analyze situations accurately and take effective action; communicate effectively.

SPECIAL PERSONAL CHARACTERISTICS

BOTH CLASSES:

An objective and empathic understanding of individuals with the mental, developmental, or physical disabilities; flexibility to alter hours as needed; tolerance; tact; emotional stability; and respect for persons from diverse backgrounds.

SPECIAL PHYSICAL CHARACTERISTICS

CLINICAL SOCIAL WORKER (HEALTH/CORRECTIONAL FACILITY) - SAFETY

Persons appointed to the class of Clinical Social Worker (Health/Correctional Facility) - Safety are reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees, patients, or inmates.

Assignments may include sole responsibility for the control of patients, clients, or inmates and the protection of personal and real property.

CLASS HISTORY

| | <u>Date Established</u> | <u>Date Revised</u> | <u>Title Changed</u> |
|--|-----------------------------|-------------------------|--------------------------|
| Clinical Social Worker (Health Facility) | 07-01-2005 | -- | |
| Clinical Social Worker (Health/Correctional Facility) - Safety | -- | -- | |

(Cal; 06/21/05)

TO : STATE PERSONNEL BOARD

FROM : Kathy Darling
Staff Personnel Program Analyst
Department of Personnel Administration

REVIEWED BY: Wayne Kurahara
Program Manager
Department of Personnel Administration

SUBJECT : Consolidation of the classes of Insurance Rate Analyst, Associate Insurance Rate Analyst, Senior Insurance Rate Analyst and Supervising Insurance Rate Analyst at the California Department of Insurance into a series specification of Insurance Rate Analyst.

SUMMARY OF ISSUES:

The classes of Insurance Rate Analyst, Associate Insurance Rate Analyst, Senior Insurance Rate Analyst and Supervising Insurance Rate Analyst were established over fifty years ago at the California Department of Insurance (CDI) to perform regulatory work to ensure compliance with the California Insurance Code and other insurance laws related to insurance rating and underwriting issues. The classes were adopted as individual class specifications by the State Personnel Board (SPB). Specification revisions were approved by SPB in 1979.

In 1999, the Department of Personnel Administration conducted a classification study and determined that the Insurance Rate Analyst class specifications needed to be revised to more accurately reflect the duties being performed. In December 2001, CDI contracted with the SPB's Test Validation and Construction office to conduct job analyses for the four Insurance Rate Analyst classifications. The job analyses identified the critical and essential tasks of the classifications, and the most important knowledge, skills and abilities required to perform those critical and essential job tasks. The job analyses results indicated that many of the tasks and knowledge, skills and abilities currently required for the classes were not reflected in the current specifications.

Based on these findings, CDI is proposing revisions to the specifications to update the scope, definition and knowledge and abilities to more accurately reflect the Insurance Rate Analyst classifications and the current duties being performed, and to broaden the minimum qualifications to improve CDI's recruitment efforts. The revised classes will be consolidated into a series specification called Insurance Rate Analyst.

CONSULTED WITH:

Rick Reyes, California Department of Insurance
Elizabeth Garcia, California Department of Insurance
Ron Landingham, California State Employees Association (CSEA)

Kathleen O'Connor, Service Employees International Union
Mitch Semer, Association of California State Supervisors (ACSS)
Dennis Batchelder, California Association of Managers and Supervisors (CAMS)
Jerry Radeleff, Department of Personnel Administration

CLASSIFICATION CONSIDERATIONS:

See attached proposal.

RECOMMENDATIONS:

That the existing class specifications for the classes of Insurance Rate Analyst, Associate Insurance Rate Analyst, Senior Insurance Rate Analyst and Supervising Insurance Rate Analyst be consolidated into the proposed series specification of Insurance Rate Analyst as shown in the current calendar be adopted.

B. CLASSIFICATION CONSIDERATIONS

BACKGROUND

1. Provide some historical perspective about the organizational setting of the subject class (es) and the needs that this request addresses.

The California Department of Insurance (CDI) is charged to protect California's insurance consumers and promote affordability and availability of insurance through a healthy insurance industry. The Department regulates the rating and underwriting activities of insurers admitted to do business in the State, as well as licensed insurance agents, brokers, and rating organizations to ensure rate adequacy and the equitable treatment of California policyholders. To ensure regulatory compliance relating to rating and underwriting practices, the Department conducts evaluations and examinations of insurers' rate and form filings, and sales, marketing, pricing, and risk selection practices to ensure that operations are consistent with the requirements of the Insurance Code. The staff that conducts these analyses and examinations are Insurance Rate Analysts, either in the Rate Regulation Branch or the Market Conduct Division of CDI.

The Department has conducted rating and underwriting examinations of insurer practices since the late 1940's, when the Insurance Rate Analyst classifications were established. The Department is legally mandated to examine insurer practices and to investigate and respond to members of the public concerning alleged misconduct by insurers or producers. The Department performs market conduct examinations on-site at insurer locations to review overall underwriting and rating practices to evaluate compliance with insurance laws, and identify and follow-up on trends in non-compliant activities. The Market Conduct Division protects insurance consumers against unfair practices and excessive or unfairly discriminatory rates. To accomplish this goal, the Market Conduct Division is structured into two program areas; claims, and rating and underwriting. The two Field Rating and Underwriting Bureaus are responsible for the latter subject area. Both bureaus are staffed by Insurance Rate Analysts.

The passage of Proposition 103, in November 1988, placed additional responsibilities on the Department and made major reforms on business conducted in the State by the insurance industry. Prop 103 required CDI to implement and monitor these reforms, and to regulate the rates charged by licensed insurers on a prior approval basis. This resulted in the development of the Rate Regulation Division (later Branch) and Rate Filing Bureaus within the Department to collect and review rate filings. This Division is staffed by Insurance Rate Analysts. There are five Rate Filing Bureaus and another Rate Specialist Bureau in Rate Regulation.

MARKET CONDUCT DIVISION

Field Rating & Underwriting Bureaus (FRUB – SF/LA and SAC/LA)

The two Field Rating & Underwriting Bureaus perform periodic on-site regulatory examinations of insurers to determine compliance with the insurance laws of California. All lines of business are examined, including non-103 lines, such as life, health, and workers' compensation. Exams are scheduled based on complaint trend analysis, industry issues, financial solvency considerations, past performance, or the regular 3-5 year exam schedule. Serious violations or pervasive errors receive follow-up exams or immediate referral to the Legal Division. All non-clerical staff are Insurance Rate Analysts (at varying class levels).

RATE REGULATION BRANCH

Rate Filing Bureaus (LA1, LA2, SF1, SF2)

These Bureaus conduct prior approval rate analysis for most property and casualty lines of business. The Insurance Rate Analyst staff review rates, rating plans, forms, and underwriting criteria to evaluate rate adequacy under post Prop 103 regulatory standards. These standards, which have evolved from the passage of Proposition 103 and subsequent court decisions, and finally the promulgation of CDI Regulations, are quite complex and occasionally require the application or understanding of higher mathematics. All non-clerical staff are Insurance Rate Analysts (at varying class levels).

Rate Filing Bureau – LA3

This Rate Filing Bureau evaluates rate filings for unusual Prop 103 lines such as surety and aircraft, as well as non-Prop 103 filings for workers' compensation insurance. The analysis is very similar to that of the other rate filing units, although workers' compensation filings are not subject to prior rate approval. All non-clerical staff are Insurance Rate Analysts (at varying class levels).

Rate Specialist Bureau

This Bureau conducts statistical analyses of the rate filing process, Rollback calculations, workers' compensation classification and rating issues, and rating trends in the insurance industry. Staff evaluate the impact of new laws, practices, economic conditions on insurance ratemaking factors and issue reports on the results of their analyses. Studies are limited to Proposition 103 lines of business and workers' compensation. All non-clerical staff are Insurance Rate Analysts (at varying class levels).

CLASSIFICATION CONSIDERATIONS

2. What classification(s) does the subject class(es) report to?

In the Market Conduct Division, the Supervising Insurance Rate Analysts report to the Market Conduct Division Chief (Division Chief, Department of Insurance, CEA). Senior Insurance Rate Analysts, Associate Insurance Rate Analysts, and Insurance Rate Analysts report to the appropriate Supervising Insurance Rate Analyst.

In the Rate Regulation Branch, the Supervising Insurance Rate Analysts report to the Rate Regulation Branch Deputy Commissioner. Senior Insurance Rate Analysts, Associate Insurance Rate Analysts, and Insurance Rate Analysts report to the Supervising Insurance Rate Analyst.

All Supervising Insurance Rate Analysts act as Bureau Chiefs for their respective units.

3. Will the subject class(es) supervise? If so, what class(es)?

The Supervising Insurance Rate Analysts act as Bureau Chief and Supervisor for the class series. Each Supervising Insurance Rate Analyst is the sole supervisor for all staff in his or her bureau, including clerical staff, Staff Services Analysts, and Associate Governmental Program Analysts, if any. None of the other Insurance Rate Analyst class levels perform supervisory duties.

4. What are the specific duties of the subject class(es)?

To protect California's insurance policyholders and other parties involved in insurance transactions against unfair practices and excessive or discriminatory rates. Incumbents in the subject classes are concerned with regulatory analyses to ensure compliance with California Insurance Code and other insurance laws, related to insurance rating and underwriting. This includes the legal and technical insurance review of rate and form filings, and sales, marketing, pricing, and risk selection practices to ensure that insurer operations are consistent with the requirements of the Insurance Code. Through data trend analysis, rate filing reviews, and on-site examinations, incumbents in the subject classes are responsible for investigating, identifying violations, and either negotiating acceptable resolution or taking first level enforcement action to resolve issues or violations of insurance law.

5. What is the decision-making responsibility of the subject class(es)?

In all cases, the degree of independence exercised, and the complexity of the issues under review and the depth of analysis, increases at each level in the series. Due to the nature of audit work, the field rate examiner incumbents must exercise a great amount of independent judgement and decision-making responsibility in the development and resolution of examination findings at all levels in the class. In the Rate Filing and Rate Specialist units, incumbents exercise increasing individual responsibility for developing analyses or recommendations regarding rate adequacy at each successive level in the class. In the Rate Filing Bureaus, the Senior Analyst makes the final decision on about half of all filings received by the Branch. Only a small percentage of filings (high profile cases) are reviewed past the Supervising Insurance Rate Analyst level. In all units, the Senior analyst acts as team leader, training and directing the activities of subordinate staff and performing the most difficult and complex analyses. The Associate Insurance Rate Analyst works independently on standard examinations or rate filings. The entry-level Insurance Rate Analyst performs work assigned by the Senior or Supervising Insurance Rate Analyst, and under the direct supervision of the Supervising Insurance Rate Analyst. The Supervising Insurance Rate Analyst directs all activities of the Bureau and supervises the entire staff.

6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

Improper and inadequate action on the part of incumbents would be detrimental to the Department's mission; could result in a loss of credibility with California insurance consumers; increased legislative scrutiny; create unfavorable media exposure; insurer solvency could be compromised; and consumers could suffer serious economic loss, excessive or improper rate/premium charges, and possible termination or refusal of insurance policies and bonds. This could have a detrimental impact on all individuals and businesses in California, as well as on the economy, as a whole.

7. What are the analytical requirements expected of incumbents in the subject class(es)?

Incumbents perform analytical and technical work to identify compliance with, and violations of, insurance laws by insurance providers regarding rating and underwriting practices. Insurance Rate Analysts initiate and accomplish corrective or enforcement actions based on these analyses to ensure effective and efficient regulatory operations of CDI. Incumbents must be familiar with insurance industry terminology, methodology, and practices, as well as insurance statutes and regulations, and be able to synthesize these two bodies of knowledge into a single regulatory analysis. They must also have a sufficient grasp of actuarial rate-making practices to identify and evaluate the relevant assumptions and choices made by insurers, and present informed recommendations to CDI management.

8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make?

Insurance Rate Analysts, at all levels and in all units, interact with insurance company representatives via phone, written correspondence, or in-person contacts. These contacts are for the purpose of communicating Department requirements and expectations, gathering information, informing insurers of analyses results and non-compliant activities, and remediating problem items. Staff in each bureau also interacts daily with other bureau staff to communicate findings, plan activities, and give or receive advice or instructions. The Supervising Insurance Rate Analysts communicate with Department management in many branches to accomplish bureau goals, communicate production, and effectively manage insurance resources.

Field Rating and Underwriting Bureau staff, at all levels, conduct much of their work on-site in insurer offices, interacting continually with insurance company representatives, usually regulatory compliance directors, underwriting managers, executives, and corporate counsel. These interactions include scheduling meetings with the company to identify Department requirements, expectations, and findings, and to evaluate and approve the insurer's remedial actions. Field Rating and Underwriting Bureau staff, at all levels, also interact regularly with staff throughout the Department, especially Department counsel, regarding legal actions based on Field Rating and Underwriting Bureau exam findings and Rate Filing staff regarding new and revised filings initiated through exam findings. Field Rating and Underwriting Bureau staff also interacts regularly with members of related rating and underwriting organizations, such as the California Earthquake Authority, the Workers' Compensation Insurance Rating Bureau, and the California Automobile Assigned Risk Plan.

In the Rate Regulation Branch units, staff at all levels communicate, primarily by mail, phone, e-mail, and more recently through the System for Electronic Rate and Form Filing (SERFF), with insurer rate filing and actuarial staff to resolve issues relating to errors and omissions in rate filings submitted to the Department. Associate Insurance Rate Analysts will initiate negotiations of proposed insurer rate increases, based on the application of CDI Regulations and "generic standards", although such discussions will also typically involve the Senior and/or Supervising Insurance Rate Analyst. Rate Regulation Branch staff, at all levels, also interact regularly with staff throughout the Department, including Department counsel and the Consumer Services and Market Conduct Branch staff.

NEED FOR NEW CLASS (if necessary)

9. For New classes only: What existing classes were considered and why were they not appropriate?

N/A

MINIMUM QUALIFICATIONS

10. What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside experience patterns.)

INSURANCE RATE ANALYST, ~~DEPARTMENT OF INSURANCE~~Either I

Education: Equivalent to graduation from college, preferably with major in business, economics, English, finance, insurance, mathematics, political science, statistics, accounting, or other related field. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or II

Experience: One year of experience in one or a combination of the following fields:

1. In a responsible position in the preparation, analysis, application, or review of insurance rates and rating plans in a governmental agency exercising supervision over insurance rates, or in a rating or other insurance organization establishing or analyzing rates; or
2. In a responsible position underwriting risks and establishing or applying rates or rating plans for a licensed insurance company.

and

Education: The equivalent of 16 semester units of insurance or actuarial courses given by a collegiate-grade institution or the Insurance Institute of America, the American Institute of Property and Liability Insurance, the Casualty Actuary Society or other organizations generally accorded similar standing by the insurance industry. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

ASSOCIATE INSURANCE RATE ANALYST, ~~DEPARTMENT OF INSURANCE~~Either I

Experience: One year of experience in the California state service performing the duties of an Insurance Rate Analyst, Range C.

Or II

Experience: Three years of experience in one or a combination of the following fields:

1. In a responsible position in the preparation, analysis, application, or review of insurance rates and rating plans in a governmental agency exercising

supervision over insurance rates, or in a rating or other insurance organization establishing or analyzing rates; or

2. In a responsible position underwriting insurance risks, or analyzing, establishing or preparing rates or rate filings for a licensed insurance company.

[Achievement of a qualifying professional designation or graduate degree each can be substituted for one year of the required experience, up to a maximum of two years. Qualifying designations and degrees are: (1) A Chartered Property Casualty Underwriter, Certified Insurance Examiner, Accredited Insurance Examiner, or other similar professional designation from the Insurance Institute of America or other organization accorded similar standing by the insurance industry, or (2) A graduate-level degree from a collegiate-grade institution in insurance, law, statistics, actuarial science, business or public administration, or other related field.]

and

Education: Equivalent to graduation from college, preferably with major in business, economics, English, finance, insurance, mathematics, political science, statistics, accounting, or other related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

~~SENIOR INSURANCE RATE ANALYST, DEPARTMENT OF INSURANCE~~

Either I

One year of experience in California state service performing the duties of an Associate Insurance Rate Analyst.

Or II

Experience: Four years of varied experience in one or a combination of the following fields:

1. In a responsible position preparing, analyzing, applying, or reviewing insurance rates and rating plans in a governmental agency which exercises supervision over insurance rates or in a rating or other insurance organization which establishes rates, or
2. In a responsible position underwriting insurance risks, or establishing or analyzing, or preparing rates or rate filings for a licensed insurance company, or
3. As a rate analyst in general consulting practice establishing or analyzing rates or rating plans or as a **life or** casualty actuary establishing or analyzing rates or rating plans.

[Achievement of a qualifying professional designation or graduate degree each can be substituted for one year of the required experience, up to a maximum of

two years. Qualifying designations and degrees are: (1) A Chartered Property Casualty Underwriter, Certified Insurance Examiner, Accredited Insurance Examiner, or other similar professional designation from the Insurance Institute of America or other organization accorded similar standing by the insurance industry, or (2) A graduate-level degree from a collegiate-grade institution in insurance, law, statistics, actuarial science, business or public administration, or other related field.]

and

Education: Equivalent to graduation from college preferably with major in business, economics, English, finance, insurance, mathematics, political science, statistics, accounting, or other related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SUPERVISING INSURANCE RATE ANALYST

Either I

One year of experience in the California state service performing the duties of a Senior Insurance Rate Analyst or three years as an Associate Insurance Rate Analyst.

Or II

Experience: Five years of varied experience in one or a combination of the following fields:

1. In a journey or lead position preparing, analyzing, applying, or reviewing insurance rates and rating plans in a governmental agency which exercises supervision over insurance rates or in a rating or other insurance organization which establishes rates. or
2. In a journey or lead position underwriting insurance risks, or establishing, analyzing, or preparing rates or rate filings in a licensed insurance company. or
3. As a rate analyst in general consulting practice establishing or analyzing rates or rating plans or as a **life or** casualty actuary establishing or analyzing rates or rating plans.

[Achievement of a qualifying professional designation or graduate degree each can be substituted for one year of the required experience, up to a maximum of two years. Qualifying designations and degrees are: (1) A Chartered Property Casualty Underwriter, Certified Insurance Examiner, Accredited Insurance Examiner, or other similar professional designation from the Insurance Institute of America or other organization accorded similar standing by the insurance industry, or (2) A graduate-level degree from a collegiate-grade institution in insurance, law,

statistics, actuarial science, business or public administration, or other related field.]

and

Education: Either

1. Equivalent to graduation from college preferably with specialization in business, economics, English, finance, insurance, mathematics, political science, statistics, accounting, or other related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) or
2. Possession of an associateship or fellowship in the Casualty Actuarial Society or Society of Actuaries.

The current minimum qualifications are too restrictive and are out-dated. They are not appropriate for the Insurance Rate Analyst (IRA) classifications, and must be revised, as proposed. Particularly problematic are the unnecessary restrictions on qualifying education and experience.

The proposed minimum qualifications modernize the specification(s) and broaden the experience and education requirements to more appropriately reflect the knowledge, skills, and abilities needed in Insurance Rate Analyst staff.

In addition, it is proposed that the minimum qualifications be broadened to allow the substitution of a professional designation or graduate degree for one year of required work experience, up to a maximum of two years. The specific proposed language to be added to the experience requirements of the Associate IRA, Senior IRA and Supervising IRA levels of the specifications follow:

(Achievement of a qualifying professional designation or graduate degree each can be substituted for one year of qualifying experience, to a maximum of two years. Qualifying designations and degrees are: (1) a Chartered Property Casualty Underwriter, Certified Insurance Examiner, Accredited Insurance Examiner, or other similar professional designation from the Insurance Institute of America or other organization accorded similar standing by the insurance industry, or (2) a graduate-level degree from a collegiate-grade institution in insurance, law, statistics, actuarial science, business or public administration, or other related field.)

The addition of this criterion into the minimum qualifications for each level of the IRA series, except entry, provides another path through which a candidate can qualify. Both the professional designations and the advanced degrees recommended for inclusion in the job specification require a combination of coursework and experience, which increase the candidate's knowledge, skills and

abilities to perform the necessary functions of an IRA. Candidates with these backgrounds will have practical experience in independently accomplishing advanced analytical reasoning, research, reading comprehension, decision making, and communication.

The required courses for the Chartered Property Casualty Underwriter (CPCU), Accredited Insurance Examiner and Certified Insurance Examiner (AIE and CIE) national designations have been reviewed and recommended by the American Council on Education (ACE) for college credit. The quality of the coursework for either the professional designation or the advanced college degree is standardized and verified. The courses for the CPCU, AIE and CIE designations have been developed by the Insurance Institute of America (IIA) or LOMA. These courses have been subject to academic scrutiny by ACE, utilizing a faculty team to make college credit recommendations based on course content and rigor and assigning each course a National Program of Non-Collegiate Sponsored Instruction (PONSI) score. In addition to the course requirements, each professional designation also requires a minimum period of experience working in insurance. For the AIE and CIE designations, this insurance experience must be with a regulatory agency. The experience gained earning advanced professional training should be recognized in the minimum qualifications for this classification. A review of the work required for each recognized designation and degree validates that this work meets the quality, difficulty, and relevance necessary to be considered under the IRA classification series.

At the entry level, the IRA specification already recognizes actuarial or insurance-based coursework (from the Insurance Institute of America and other institutions) as accepted education. Sixteen units of semester course credits ($\frac{1}{2}$ year) combined with a year of job experience will qualify a candidate without a college degree for the entry level. The experience gained from earning AIE, CIE, and CPCU designations and professional degrees to be added to the AIRA and above levels of the specification will each require study at least equal to the level of the current requirements recognized in the current IRA series specification. These designations and degrees also require the candidate to experience research, analysis, and communication in the environment and context of insurance, business, or law, all of which are directly related to the work of the IRA.

The work product of Insurance Rate Analysts in both the Field Rating & Underwriting Bureaus and Rate Regulation Bureaus is the subject of scrutiny by the National Association of Insurance Commissioners (NAIC), the national organization which promotes standards and uniformity in insurance department operations. At present, financial examiners (Insurance Examiner series) are required to maintain specified professional designations in order for California's reports of examination to be recognized nationally (otherwise, other states would have to repeat California's analyses, at tremendous additional expense). The NAIC is presently considering also requiring accreditation for each state's market conduct examiners (including Field Rating & Underwriting Bureau IRA series staff). The Accredited Insurance Examiner and Certified Insurance Examiner (AIE and CIE) designations may soon be required by the NAIC in order for California

market conduct examinations to be nationally recognized, and for the state to maintain an accredited market conduct program.

By expanding the minimum qualifications of the IRA series specification to benefit candidates who already have earned these designations, California will be better prepared if this change in national standards does occur. Potential applicants with these designations will have an increased incentive to apply. In addition, each designation takes several years to complete, making each applicant with a professional designation several years ahead of incumbents and candidates without a designation.

By also broadening the specification to add an element to the experience category in the minimum qualifications for the completion of advanced training, the Department will attract a candidate pool better able to perform high-level functions in the class series, and will place these persons appropriately in the series. The Field Rating and Underwriting Bureaus have had serious difficulty hiring and retaining qualified Insurance Rate Analyst staff for many years. The ability to bring in new staff at a level within the series that recognizes the candidates' increased ability to independently perform difficult technical analyses would address a deficiency in the current minimum qualifications.

All of these changes will improve the ability of the Department to hire qualified staff, retain staff, and promote qualified candidates. The new series specification will also eliminate ambiguous or out-dated requirements and clarify the minimum qualifications for each level in the series.

PROBATIONARY PERIOD

☐ Six Months

11. If a probationary period other than six months is proposed, what is the rationale?

There are no proposed changes to the probationary periods.

STATUS CONSIDERATIONS (see additional information in Part D).

12. What is the impact on current incumbents?

Some current staff may become eligible to take promotional examinations earlier than planned, due to qualification of their education and/or experience under the proposed revisions to the minimum qualifications.

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

Not applicable.

CONSULTED WITH:

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

SPB – Hillary Tuttle and Karl Jaeger , Test Validation and Construction Unit and selected departmental employees in the classes of Insurance Rate Analyst, Associate Insurance Rate Analyst, Senior Insurance Rate Analyst, and Supervising Insurance Rate Analyst.

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

INSURANCE RATE ANALYST
 Series Specification
 (Established _____)

SCOPE

This consolidated series specification describes four Insurance Rate Analyst classifications used for positions with professional or supervisory responsibilities for the market conduct and rate regulation programs at the Department of Insurance.

| <u>Schem</u> <u>Code</u> | <u>Class</u> <u>Code</u> | <u>Class</u> |
|-----------------------------|-----------------------------|------------------------------------|
| JC40 | 4441 | Insurance Rate Analyst |
| JC38 | 4438 | Associate Insurance Rate Analyst |
| JC34 | 4435 | Senior Insurance Rate Analyst |
| JC32 | 4432 | Supervising Insurance Rate Analyst |

DEFINITION OF SERIES

The Insurance Rate Analyst series describes classes concerned with regulatory work to ensure compliance with the California Insurance Code and other insurance laws as related to insurance rating and underwriting issues. This series provides for four levels of technical, analytical, professional, and supervisory skills required to ensure the effective and efficient regulatory operation of the Department of Insurance. This includes the analysis, evaluation and determination regarding insurance rates, rating plans, classifications, and underwriting practices of insurance companies, rating and advisory organizations, and other groups and associations engaged in insurance ratemaking activities. Incumbents perform technical and analytical work to identify adherence to insurance laws by insurance providers regarding rating and underwriting; conduct examinations of the application and interpretation of rates, policy forms, rating guidelines, and underwriting practices to determine if insurers are fulfilling their legal obligations, evaluate rate filing applications and supporting documentation, and analyses to determine rate adequacy and compliance with rating and underwriting laws; and initiate corrective or enforcement actions for noncompliant insurance organizations.

ENTRY LEVEL

Entry into this series is typically from comparable professional levels outside State service, from college recruitment sources, or a related State classification of a lower level.

FACTORS AFFECTING POSITION ALLOCATION

The level, variety, and complexity of work; independence of action; level and impact of decision making; degree of supervision exercised and received; the degree of independence and judgment required in making determinations and the consequence of error; type and frequency of contact with others; and supervisory and management responsibilities.

DEFINITION OF LEVELS

INSURANCE RATE ANALYST

This is the entry level and first working level of the series. The class of Insurance Rate Analyst, Department of Insurance, is a recruiting and development class for work in the classification series. Incumbents are assigned duties and responsibilities commensurate with their background and training. Under supervision, incumbents study and apply the principles and techniques of insurance ratemaking; participate in the examination of rates, rating plans and rating systems of insurance companies, advisory organizations, and other rating organizations; verify the correct application of adopted rates, rating plans, and rating systems to individual risks; prepare the basic analysis of data on which rates are based including such factors as loss experience, risks, and expense provisions; evaluate the ratemaking formula and procedures and weights of the various factors used in the establishment of rates; gather information on economic and social conditions affecting insurance rate data; assist in the investigations of complaints regarding rates which indicate a possible general practice in violation of insurance-related law; review policy forms and endorsements for compliance with the law; and prepare correspondence, reports, and legal referrals.

Positions are permanently allocated to this class when the major portions of the functions inherent in the position do not include the most responsible, varied, and difficult assignments found in the Insurance Rate Analyst series.

ASSOCIATE INSURANCE RATE ANALYST

This is the full-journey level of the series. Under direction, incumbents prepare analyses, evaluations, and determinations regarding the insurance rates, rating plans, classifications, and underwriting practices of insurance companies, rating and advisory organizations, and other groups or entities engaged in insurance rating activities; lead or participate in the examination of rates, rating plans, and insurance rating and underwriting practices of insurance companies, rating organizations, and other groups engaged in rating activities; analyze and determine compliance regarding insurance ratemaking and rate application data such as premium and loss experience, investment income, expenses, trending data, and rating factors and methodology; verify the compliant application of adopted rates, rating plans, and rating systems to individual risks by insurance companies through the analysis of individual risk characteristics and classifications, loss exposure, underwriting determinations, policy rating, subjective risk analysis, judgment rate factors, and policy notices and disclosures; review policy forms and endorsements for compliance with the law; investigate complaints regarding rating and underwriting which indicate a general practice in violation of insurance-related law; and prepare correspondence, reports, and legal referrals to address identified noncompliant activities.

SENIOR INSURANCE RATE ANALYST

This is the advanced journey and team leader level of the series. Under direction, incumbents act as technical expert and perform complex analyses, evaluations, and determinations regarding the insurance rates, rating plans, classifications, and underwriting practices; lead examination and analysis of the rating and underwriting methodologies and practices of the largest, most complex insurance companies, rating organizations, and other entities engaged in insurance ratemaking activities; direct and train a small staff in this work; review data on which rates are based, evaluate this data, and analyze the formulae and rating plan or system used in formulation of rates; review policy forms and endorsements for compliance with insurance-related law; make investigations of complaints regarding insurance rates and rating practices; evaluate factors involved in the formulation of rates, such as premium, loss, and expense experience or projections, risk characteristics, and judgment factors; and prepare correspondence, reports on findings, conclusions, and recommendations, and legal referrals to resolve issues identified with noncompliant insurers.

SUPERVISING INSURANCE RATE ANALYST

This is the supervisory and highest level in the series. Under direction, incumbents serve in charge of a department bureau responsible for the analysis of the adequacy and compliance of rates, rating plans, and underwriting practices of insurers, rating organizations, and other groups and associations engaged in rating activities. Incumbents perform all supervisory and management duties regarding bureau staff and resources; plan and assign work; direct a staff engaged in the evaluation of data upon which insurance rates are based and the analysis of ratemaking procedures based on these data; analyze and direct the analysis of the rates, rating plans, and rating systems of various rating organizations or insurance companies; analyze unit findings to determine if rates and underwriting practices are in conformance with legal requirements; develop, implement, and evaluate budget and all administrative requirements of unit; meet with insurer and consumer representatives regarding bureau activities and findings; supervise investigations of intra-department, consumer, legislative, and industry complaints regarding insurance rates and rating activities; write correspondence and reports of unit findings and activities; participate in hearings on rating and underwriting and act as a technical consultant to the insurance commissioner at such hearings; and evaluate and make recommendations on the licensing of rating organizations.

MINIMUM QUALIFICATIONS

INSURANCE RATE ANALYST

Either I

Education: Equivalent to graduation from college, preferably with a major in business, economics, English, finance, insurance, mathematics, political science, statistics, accounting, or other related field. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

Or II

Experience: One year of experience in one or a combination of the following fields:

1. In a responsible position preparing, analyzing, applying, or reviewing insurance rates and rating plans in a governmental agency exercising supervision over insurance rates, or in a rating or other insurance organization establishing or analyzing rates. or
2. In a responsible position underwriting risks and establishing or applying rates or rating plans for a licensed insurance company.

and

Education: The equivalent of 16 semester units of insurance or actuarial courses given by a collegiate-grade institution or the Insurance Institute of America, the American Institute of Property and Liability Insurance, the Casualty Actuary Society, or other organizations generally accorded similar standing by the insurance industry. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

ASSOCIATE INSURANCE RATE ANALYST

Either I

Experience: One year of experience in the California state service performing the duties of an Insurance Rate Analyst, Range C.

Or II

Experience: Three years of experience in one or a combination of the following fields:

1. In a responsible position preparing, analyzing, applying, or reviewing insurance rates and rating plans in a governmental agency exercising supervision over insurance rates, or in a rating or other insurance organization establishing or analyzing rates. or
2. In a responsible position underwriting insurance risks, or analyzing, establishing, or preparing rates or rate filings for a licensed insurance company.

[Achievement of a qualifying professional designation or graduate degree each can be substituted for one year of the required experience, up to a maximum of two years. Qualifying designations and degrees are: (1) A Chartered Property Casualty Underwriter, Certified Insurance Examiner, Accredited Insurance Examiner, or other similar professional designation from the Insurance Institute of America or other organization accorded similar standing by the insurance industry, or (2) A graduate-level degree from a collegiate-grade institution in insurance, law, statistics, actuarial science, business or public administration, or other related field.]

and

Education: Equivalent to graduation from college, preferably with a major in business, economics, English, finance, insurance, mathematics, political science, statistics, accounting, or other related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SENIOR INSURANCE RATE ANALYST

Either I

Experience: One year of experience in the California state service performing the duties of an Associate Insurance Rate Analyst.

Or II

Experience: Four years of varied experience in one or a combination of the following fields:

4. In a responsible position preparing, analyzing, applying, or reviewing insurance rates and rating plans in a governmental agency exercising supervision over insurance rates or in a rating or other insurance organization establishing or analyzing rates. or
5. In a responsible position underwriting insurance risks, or analyzing, establishing, or preparing rates or rate filings for a licensed insurance company. or
3. As a rate analyst in a general consulting practice establishing or analyzing rates or rating plans or as a life or casualty actuary establishing or analyzing rates or rating plans.

[Achievement of a qualifying professional designation or graduate degree each can be substituted for one year of the required experience, up to a maximum of two years. Qualifying designations and degrees are: (1) A Chartered Property Casualty Underwriter, Certified Insurance Examiner, Accredited Insurance Examiner, or other similar professional designation from the Insurance Institute of America or other organization accorded similar standing by the insurance industry, or (2) A graduate level degree from a collegiate-grade institution in insurance, law, statistics,

actuarial science, business or public administration, or other related field.]

and

Education: Equivalent to graduation from college, preferably with a major in business, economics, English, finance, insurance, mathematics, political science, statistics, accounting, or other related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SUPERVISING INSURANCE RATE ANALYST

Either I

Experience: One year of experience in the California state service performing the duties of a Senior Insurance Rate Analyst or three years as an Associate Insurance Rate Analyst.

Or II

Experience: Five years of varied experience in one or a combination of the following fields:

1. In a journey or lead position preparing, analyzing, applying, or reviewing insurance rates and rating plans in a governmental agency exercising supervision over insurance rates or in a rating or other insurance organization establishing or analyzing rates. or
2. In a journey or lead position underwriting insurance risks, or analyzing, establishing, or preparing rates or rate filings in a licensed insurance company. or
6. As a rate analyst in a general consulting practice establishing or analyzing rates or rating plans or as a life or casualty actuary establishing or analyzing rates or rating plans.

[Achievement of a qualifying professional designation or graduate degree each can be substituted for one year of the required experience, up to a maximum of two years. Qualifying designations and degrees are: (1) A Chartered Property Casualty Underwriter, Certified Insurance Examiner, Accredited Insurance Examiner, or other similar professional designation from the Insurance Institute of America or other organization accorded similar standing by the insurance industry, or (2) A graduate level degree from a collegiate-grade institution in insurance, law, statistics, actuarial science, business or public administration, or other related field.]

and

Education: Either

1. Equivalent to graduation from college preferably with a major in business, economics, English, finance, insurance, mathematics, political science, statistics, accounting, or other related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) or
2. Possession of an associateship or fellowship in the Casualty Actuarial Society or the Society of Actuaries.

KNOWLEDGE AND ABILITIES

INSURANCE RATE ANALYST

Knowledge of: Research techniques and methods, basic personal and business finance principles, and professional writing protocols.

Ability to: Gather and analyze data, reason logically, draw valid conclusions, and make appropriate recommendations; read comprehensively, and participate effectively in conferences and interviews; communicate effectively and write in a clear, concise, and professional manner; establish and maintain effective working relationships and work in a team environment; apply knowledge of computer applications including word processing, electronic mail, internet, and spreadsheet software; organize, prioritize, and accomplish multiple tasks concurrently; and be flexible and responsive to changing priorities and assignments.

ASSOCIATE INSURANCE RATE ANALYST

Knowledge of: All of the above, and principles of insurance; principles of risk analysis, rating plans, ratemaking, rating systems, and classification; and insurance company practices and policies in regard to ratemaking, income and expense accounting, underwriting, rating, policy maintenance, and recordkeeping.

Ability to: All of the above, and analyze rating plans and rating systems; analyze situations accurately and adopt an effective course of action; develop and maintain cooperative professional relationships; participate in Department projects involving members of other units or organizations; and work independently.

SENIOR INSURANCE RATE ANALYST

Knowledge of: All of the above, and advanced principles of insurance; complex risk analysis, rating plans, rating systems, and classification; and insurance law.

Ability to: All of the above, and make critical analyses of rates, rating plans, and rating systems and report findings competently; work as a leader in a team environment; delegate assignments and monitor progress of tasks; serve as a mentor for staff; employ negotiation skills; effectively manage changing priorities and assignments; lead Department projects involving members of other units or organizations; and train staff.

SUPERVISING INSURANCE RATE ANALYST

Knowledge of: All of the above, and principles of effective supervision; a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: All of the above, and effectively supervise the work of others; identify and address needs for staff development; efficiently manage bureau staff, financial, and equipment resources; negotiate positively and diplomatically; organize and maintain bureau records; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Willingness to travel and work away from the headquarters office as needed.

INSURANCE RATE ANALYST

Willingness as a trainee to do routine or detailed work in order to learn the practical application of insurance principles and practices; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or well-defined occupational or a vocational interests.

CLASS HISTORY

| Title | Date <u>Established</u> | Date <u>Revised</u> | Date <u>Changed</u> |
|------------------------------------|----------------------------|------------------------|------------------------|
| Insurance Rate Analyst | 11/7/79 | -- | -- |
| Associate Insurance Rate Analyst | 11/7/47 | 11/7/79 | 11/7/79 |
| Senior Insurance Rate Analyst | 11/7/47 | 11/7/79 | 11/7/79 |
| Supervising Insurance Rate Analyst | 11/7/47 | 11/7/49 | -- |